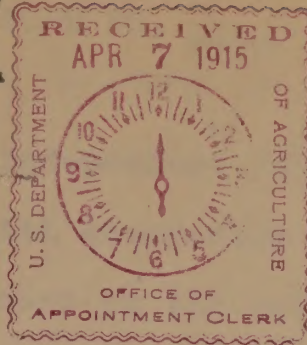


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Please return to
the Secretary's File Room



DEPARTMENT OF AGRICULTURE
WASHINGTON

April 6, 1915.

MEMORANDUM NO. 131.

Departmental Mailing Lists for Weekly News Letter.

To Chiefs of Bureaus, Independent Divisions, Offices and Boards:

In accordance with Memorandum No. 124, the Weekly News Letter hereafter will be sent to the entire personnel of the Department. You are therefore requested to have prepared lists of all employees of your Bureau, Division, Office, or Board, one list giving the addresses of all employees in the field or in offices outside of Washington, the other giving the office addresses of employees in the Department at Washington. If possible, please designate on these lists employees who are already receiving the News Letter. The lists should be in the hands of the Editor and Chief, Division of Publications, not later than APRIL 15, 1915.

Pending preparation of a stenciled mailing list of Washington employees, it may be necessary to send to the Chief Clerk of each Bureau, Division, Office, or Board enough copies of the News Letter to supply each employee thereof with a copy. You are therefore requested to have arrangements made for the delivery of these copies to the members of your force.

Carl Vroman

Acting Secretary.

MEMORANDUM NO. _____

WSP 12507 x
be *+ 2;*
To Chiefs of Bureaus and Independent Offices:

In accordance with Memorandum No. 124, the Weekly News Letter hereafter will be sent to the entire personnel of the Department. You are therefore requested to have prepared lists of all employes of your Bureau or Office, one list giving the addresses of all employes in the field or in offices outside of Washington, the other giving the office ^{addresses} ~~addresses~~ of employes in the Department at Washington. ^{If possible,} please designate on these lists employes who are already receiving the News Letter. The lists should be in the hands of the Editor and Chief, Division of Publications, not later than April 15.

Pending preparation of a stenciled mailing list of Washington employes, it may be necessary to send to the Chief Clerk of each Bureau or Office enough copies of the News Letter to supply each employe of that Bureau or Office with a copy. You are therefore requested to have arrangements made for the delivery of these copies to the members of your force..

Carl I. Brown

WSP Acting Secretary.

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★ OCT 16 1915

Please refer to the Secretary's file



DEPARTMENT OF AGRICULTURE
WASHINGTON

April 7, 1915.

MEMORANDUM NO. 132.

Regarding Committees on Clerical Efficiency.

In accordance with Memorandum No. 125, dated March 18, 1915, the personnel of the Committees on Clerical Efficiency of the various bureaus, independent divisions, offices and boards is hereby changed as indicated:

OFFICE OF THE SECRETARY

R. M. Reese, Chairman
Raymond Augusterfer (vice W. F. Callander)
Alex. McC. Ashley

BUREAU OF PLANT INDUSTRY

David Fairchild, Chairman
R. A. Oakley (vice M. B. Waite)
James E. Jones

WEATHER BUREAU

E. H. Bowie, Chairman
A. J. Henry (vice D. T. Maring)
Robert Seyboth (vice Preston C. Day)
C. C. Clark
H. E. Williams

FOREST SERVICE

A. F. Potter, Chairman
James B. Adams
E. H. Clapp (vice R. Y. Stuart)

BUREAU OF ANIMAL INDUSTRY

John R. Mohler, Chairman
George Ditewig (vice B. H. Rawl)
C. C. Carroll

BUREAU OF CHEMISTRY

R. L. Emerson, Chairman
W. W. Skinner (vice H. M. Loomis)
F. B. Linton

BUREAU OF SOILS

A. G. Rice, Chairman
Chas. A. Wolfe
C. H. Seaton (vice C. F.
Marbut)

LIBRARY

Miss E. B. Hawks, Chairman
Miss H. M. Thompson
Miss L. K. Wilkins (vice
Miss C. R. Barnett, chairman)

BUREAU OF ENTOMOLOGY

C. L. Marlatt, Chairman
R. S. Clifton
A. D. Hopkins (vice F. M.
Webster)

OFFICE OF EXPERIMENT STATIONS

W. H. Beal, Chairman (vice
E. W. Allen)
R. D. Marsden
R. P. Teele

BUREAU OF BIOLOGICAL SURVEY

E. W. Nelson, Chairman
T. S. Palmer (formerly chairman)
W. L. McAtee (vice A. K.
Fisher)

OFFICE OF PUBLIC ROADS

Logan W. Page, Chairman
P. St. J. Wilson
J. E. Pennybacker (vice Vernon
M. Peirce)

DIVISION OF ACCOUNTS AND DISBURSE-
MENTS

W. J. Nevius, Chairman
F. W. Legge (vice W. R. Fuchs,
chairman)

OFFICE OF MARKETS AND RURAL
ORGANIZATION

W. A. Sherman, Chairman
R. V. Bailey
C. E. Bassett (vice G. V.
Branch)

DIVISION OF PUBLICATIONS

Jos. A. Arnold, Chairman
B. D. Stallings
A. B. Boettcher (vice John O.
Riley)

INSECTICIDE & FUNGICIDE BOARD

M. B. Waite, Chairman
J. A. Emery (vice C. C. McDonnell)
J. G. Shibley

BUREAU OF CROP ESTIMATES

L. M. Estabrook, Chairman
N. C. Murray
Frank Andrews (vice S. A. Jones)

FEDERAL HORTICULTURAL BOARD

Geo. B. Sudworth, Chairman
W. D. Hunter (vice R. C.
Althouse)

No change is made in the committee of the Office of the Solicitor at this time. The membership of this committee is as follows:

OFFICE OF THE SOLICITOR

W. P. Jones, Chairman
R. W. Williams
E. B. Quiggle

As the Office of Farm Management, under the plan of re-organization, becomes a unit of the Office of ^{the} Secretary, a separate committee is hereby appointed for that Office, as follows:

OFFICE OF FARM MANAGEMENT

E. H. Thomson, Chairman
Lisle Morrison
H. M. Dixon

D. S. Houston
Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF CHIEF CLERK,
WASHINGTON, D. C.

March 31, 1915



MEMORANDUM FOR THE SECRETARY:

In compliance with Memorandum 125, I submit the name of Mr. Raymond Augusterfer, Chief Engineer, for appointment to the Committee on Efficiency of the Secretary's Office to take the place of Mr. W. F. Callander.

As so large a part of the force of the Secretary's Office is employed under the immediate supervision of the Chief Engineer, and as he is well acquainted with the characteristics of the mechanical force and as I regard him as a fair and impartial man I believe his qualifications for service on the Committee are excellent.

Respectfully,

A handwritten signature in dark ink, appearing to read "Wm Reese". The signature is written in a cursive, flowing style.

Chief Clerk.

6
Clerical Committee on Efficiency.

Me

UNITED STATES DEPARTMENT OF AGRICULTURE,
WEATHER BUREAU.
OFFICE OF THE CHIEF,
WASHINGTON, D. C.

March 27, 1915.

The Honorable,

The Secretary of Agriculture.

Sir:



In compliance with the provisions of Department Memorandum No. 125, dated March 18, 1915, I have the honor to nominate Professor Alfred J. Henry and Mr. Robert Seyboth as members of the Weather Bureau Clerical Committee on Efficiency, vice Messrs. Preston C. Day and Delos T. Maring.

Professor Henry and Mr. Seyboth have had long service in the Weather Bureau. Each has an extensive acquaintance with the personnel of the Bureau through personal contact and official supervision of their work, and can be depended upon to render impartial and unbiased judgment in passing on the relative merits of its employees.

Very respectfully,

E. J. Mawin

Chief of Bureau.

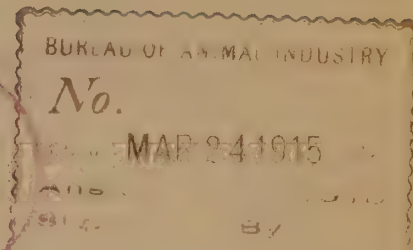
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UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF ANIMAL INDUSTRY,
WASHINGTON, D. C.

ADDRESS REPLY TO
"CHIEF OF BUREAU OF ANIMAL INDUSTRY,"
AND REFER TO
C

CCC-FPC

March 23, 1915.



THE SECRETARY:

In accordance with memorandum number 125, March 18, 1915,

I beg to submit as a member of the committee on clerical efficiency in this Bureau the name of Dr. George Ditewig, associate chief of the Meat Inspection Division. Dr. Ditewig is associate chief of the largest division of the Bureau and has had five years' experience as traveling inspector. During this time he made frequent visits to the meat inspection stations, thus becoming acquainted with many of the inspectors in charge, as well as with many of the employees, whose places on the register are fixed by the committee. Such knowledge is deemed of especial value to the committee as it gives a line both on the individual who marks the employee and to some extent on the employee himself.

It is proposed that Dr. Ditewig take the place on the committee now held by Mr. B. H. Rawl.

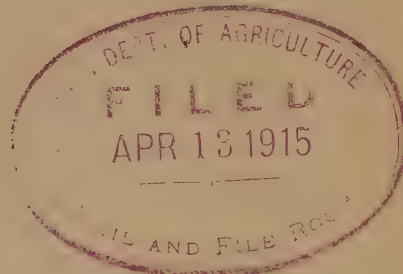
Acting Chief of Bureau.

United States Department of Agriculture,
Bureau of Plant Industry,

P

Office of Chief of Bureau.

Washington, D. C., April 3, 1915.



Hon. D. F. Houston,
Secretary of Agriculture.

Dear Mr. Secretary:

In accordance with the instruction in Memorandum No. 125, regarding the reorganization of the Committee on Clerical Efficiency in this Bureau, I would respectfully designate Mr. R.A. Oakley, Agronomist in Charge of Congressional Seed Distribution, in place of Mr. M. B. Waite, Pathologist in Charge of Fruit Disease Investigations, who has served for a number of years on this committee.

Mr. Oakley has had twelve years of experience in the Department, including the handling of important matters, both investigational and administrative, and has proved his breadth of judgment and fairness of point of view in all his work in the Bureau. He has wide personal acquaintance with the clerical force, and at the present time has twelve clerks, nine laborers, four seed warehousemen and two messenger boys serving under his direct supervision..

If this designation is approved by you the committee would consist of the following:

David Fairchild, Agricultural Explorer in Charge of
Foreign Seed and Plant Introduction, Chairman,
James E. Jones, Chief Clerk,
R. A. Oakley, Agronomist in Charge of Congressional
Seed Distribution.

Yours very truly,

M. A. Taylor
Chief of Bureau.

UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE
WASHINGTON

ADDRESS REPLY TO
THE FORESTER
AND REFER TO:

March 25, 1915.

F
Supervision,
Efficiency Committee

The Secretary of Agriculture.



Sir:

In accordance with Memorandum No. 125 I have the honor to submit the name of Mr. Earle H. Clapp as a member of the Committee on Efficiency in the Forest Service to take the place of Mr. R. Y. Stuart, one of the members of the Committee named in Memorandum No. 52. I regard Mr. Clapp as exceptionally qualified for this duty. He has been a member of the Forest Service since July 1, 1905, and during this period of nearly ten years of service his headquarters have been in Washington with the exception of one and one-half years of service as an Associate District Forester, at Albuquerque, N. Mex. He is an officer of excellent executive capacity and judgment, and is familiar with personnel and related conditions in the Service.

Very respectfully,

A handwritten signature in dark ink, appearing to read "W. B. Greeley". The signature is written in a cursive, flowing style.

Acting Forester.

DEPARTMENT OF AGRICULTURE,
BUREAU OF CHEMISTRY,
WASHINGTON, D. C.

IN REPLY REFER TO

The Honorable

The Secretary of Agriculture.

Sir:

In connection with Memorandum No. 125, I recommend that Mr. W. W. Skinner, Chemist in Charge of the Water Laboratory of this bureau, be made a member of the Bureau of Chemistry Clerical Committee on Efficiency in place of Mr. H. M. Loomis. Mr. Skinner has been employed in this bureau for about eleven years and has a general knowledge of the efficiency of a large number of the statutory employees in the bureau. He has served on the committee that has charge of the promotion of scientific employees and is, in my opinion, a good judge of the qualifications and ability of an employee.

Respectfully,

W. H. H. H. H.
Chief.

FBL/JC

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF SOILS,
WASHINGTON, D. C.

IMK

March 20, 1915.



The Honorable

The Secretary of Agriculture.

S i r :

With reference to Memorandum No. 125, dated March 18, 1915, with regard to the Clerical Committee on Efficiency in this Bureau, Professor Marbut, who has served for quite an extended time on this Committee, should be dropped therefrom, and in his stead Mr. Charles H. Seaton, in charge of the Editorial Section of the Bureau, should be appointed.

Mr. Seaton has been with the Bureau for the past thirteen years and is thoroughly acquainted with the methods of work and with the personnel of the clerical force. He is a man of excellent judgment, and is in charge of an important branch of our work, with a number of employees under his charge, and is well fitted for this service.

The Committee of this Bureau will then consist of Mr. A. G. Rice, Chief Clerk, Chairman; Mr. Charles A. Wolfe, in charge of Accounts, and Mr. Charles H. Seaton, in charge of the Editorial Section.

Respectfully,

A handwritten signature in dark ink, appearing to read "Walter L. Hays". The signature is written in a cursive, flowing style.

Chief of Bureau.

1871. 1872. 1873. 1874. 1875. 1876. 1877. 1878. 1879. 1880.

1881. 1882. 1883. 1884. 1885. 1886. 1887. 1888. 1889. 1890.
1891. 1892. 1893. 1894. 1895. 1896. 1897. 1898. 1899. 1900.
1901. 1902. 1903. 1904. 1905. 1906. 1907. 1908. 1909. 1910.

1911. 1912. 1913. 1914. 1915. 1916. 1917. 1918. 1919. 1920.
1921. 1922. 1923. 1924. 1925. 1926. 1927. 1928. 1929. 1930.
1931. 1932. 1933. 1934. 1935. 1936. 1937. 1938. 1939. 1940.

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF ENTOMOLOGY,
WASHINGTON, D. C.

March 31, 1915.



The Honorable

The Secretary of Agriculture.

Sir:

In compliance with Memorandum No. 125, regarding Clerical Committees on Efficiency, I respectfully recommend that Dr. A. D. Hopkins be appointed to the Clerical Committee on Efficiency in the Bureau of Entomology in place of Prof. F. M. Webster. Doctor Hopkins has been in charge of forest insect investigations in this Bureau for many years and is thoroughly familiar with the clerical requirements of the service.

Yours very respectfully,

L. O. Howard

Chief of Bureau.

rsc-lhvk

D

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF BIOLOGICAL SURVEY,
WASHINGTON, D. C.

MEMORANDUM FOR THE SECRETARY



Your Memorandum No. 125, "Regarding Clerical Committees on Efficiency," has been received. An acting committee on efficiency of the clerical force of this Bureau has been in existence for the past year, consisting of Dr. T. S. Palmer, Chairman, Dr. A. K. Fisher, and Mr. E. W. Nelson, as members. I desire to reorganize this committee, and appoint Mr. E. W. Nelson, Assistant Chief of the Bureau, Chairman, and Dr. T. S. Palmer, and Mr. W. L. McAtee, members.

In compliance with your memorandum, Mr. McAtee is substituted for Doctor Fisher, as a member of the committee. Mr. McAtee, under Doctor Fisher, has charge of the investigations concerning the relations of birds to agriculture. He has been a member of the Bureau force for twelve years, is an unusually competent man, and well acquainted with the personnel of the Bureau. He is a man of good judgment and should make an efficient member of this committee.

W. H. Henshaw

Chief, Biological Survey.

United States Department of Agriculture,
Division of Accounts and Disbursements,
Washington, D. C.

March 23, 1915.

The Honorable,

The Secretary of Agriculture.

Sir:

In compliance with the instructions contained in Memorandum No. 125, it is suggested that Mr. F. W. Legge, in charge of the Bookkeeping Section of this Division, be designated as a member of the committee on efficiency in lieu of Mr. W. R. Fuchs. This will retain Mr. W. J. Nevius, Chief Clerk and Cashier, as a member of the committee, and it is thought best that he should act as chairman.

Both of the above-named are in immediate charge of the largest sections of the Division and accordingly have more intimate knowledge of the qualifications of the employees of the Division than any other two persons.

Very respectfully,

A. G. Appone
Chief of Division.



June 15, 1910

The Honorable,

The Secretary of Agriculture.

Sir:

In compliance with the instructions contained in
Circular No. 121, it is suggested that Mr. E. W.
Lamm, in charge of the Scientific Section of this
Division, be designated as a member of the committee
on efficiency in lieu of Mr. W. R. Nichols. This will
enable Mr. Lamm to attend to the cases and matters
a member of the committee, and it is thought best
that he should act as chairman.
Both of the above-named are in immediate charge
of the largest sections of the Division and accordingly
will have no excuse for absence in the performance of
the duties of the Division than any other two persons.
Very respectfully,

Chief of Division.

1003
UNITED STATES DEPARTMENT OF AGRICULTURE,
DIVISION OF PUBLICATIONS,
WASHINGTON, D. C.

HC

March 22, 1915.

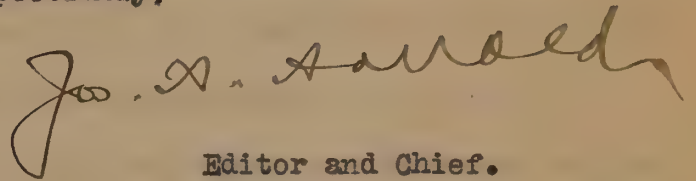
The Honorable

The Secretary of Agriculture.

Sir:

In compliance with the request contained in your Memorandum No. 125, I have the honor to recommend that Mr. A. B. Boettcher, Assistant in Charge of Illustrations, be appointed as a member of the Committee on Efficiency for the Division of Publications in place of Mr. John O. Riley, whose term has expired. Mr. Boettcher is well qualified for service on the committee on account of length of employment and familiarity with the organization and work of the Division.

Very respectfully,


Editor and Chief.



E-k

United States Department of Agriculture,
Bureau of Crop Estimates,

WASHINGTON, D. C.

March 25, 1915.

The Honorable

The Secretary of Agriculture.

Dear Mr. Secretary:

In accordance with Memorandum No. 125, I take pleasure in recommending that the term of service of Dr. S. A. Jones as a member of the Committee on Efficiency in the Bureau of Crop Estimates be terminated immediately. To fill this vacancy I would recommend the designation of Mr. Frank Andrews, Chief of the Division of Crop Records, for the year ending January 31, 1916.

Mr. Andrews has served in the Bureau of Crop Estimates since 1903 and is familiar with the work and qualifications of the various employees of the Bureau, especially in the Division of Crop Records, consisting of 24 clerks, under his immediate supervision. He entered the service as a clerk at \$840 per annum and rose steadily through the grades to his present position, so that he has a sympathetic understanding of the hopes, the ambitions and the difficulties of the clerical force. He has good judgment and is quiet, patient, thorough, conservative, fair and impartial.

Very respectfully,



Chief of Bureau.



United States
Department of Agriculture
Library

In your reply refer
to Number

Washington, D. C., 31 March 1915.

Honorable David F. Houston,

Secretary of Agriculture.

Dear Sir:

In accordance with the instructions contained in Memorandum No. 125 of your office, I beg to submit the following names for the Library Committee on Efficiency for the period February 1st to July 31st, 1915: Miss E. B. Hawks, Chairman; Miss H. M. Thompson, and Miss L. K. Wilkins.

As Miss Hawks and Miss Thompson have previously served on the Committee, Miss Wilkins is the only new member. She is in charge of the Periodical Division and is familiar with the work of a number of Library assistants.

Very respectfully,



Librarian.

CRB/EES



Department of Agriculture,
Office of Experiment Stations,
Washington, D. C.

March 31, 1915.

APR 13 1915

MEMORANDUM FOR THE SECRETARY:

Referring to Memorandum No. 125 of March 18, I respectfully recommend that Mr. W. H. Beal be designated as Chairman of the Clerical Committee on Efficiency of this Office, in place of Dr. E. W. Allen. Mr. Beal has for many years occupied a position in the Office by which he has come in contact with the different branches of its work in a general way and is familiar with the duties of these branches. We have great confidence in his good judgment and fairness in dealing with such matters as this committee will handle.

Very truly yours,

A. C. True

Director.

UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF PUBLIC ROADS,
WASHINGTON, D. C.

IN YOUR REPLY PLEASE
REFER TO FILE NO. F-1

March 23, 1915.

The Honorable,
The Secretary of Agriculture.



S i r:

In accordance with Memorandum No. 125, I respectfully recommend that Mr. J. E. Pennybacker, Chief of Road Economics, be appointed as the third member of the Committee on Efficiency in this Office, vice Mr. Vernon M. Peirce.

Mr. Pennybacker was at one time Chief Clerk of this Office, and has had a large amount of experience, in an executive capacity, in the handling of clerks and other employees. He is familiar with the duties of the various employees, and I feel that he is very well qualified to serve on this committee.

Very respectfully,

L. W. Page.

Director.

United States Department of Agriculture,
Office of Markets and Rural Organization,
Washington, D. C.

March 23, 1915. APR 13 1915



Hon. D. F. Houston,

Secretary of Agriculture.

Sir:

In accordance with the instructions contained in your memorandum No. 125, dated March 18, 1915, regarding Clerical Committees on Efficiency, it is suggested that Mr. C. E. Bassett, Specialist in Cooperative Organization, be designated a member of the Committee on Clerical Efficiency in this Office, in lieu of Mr. G. V. Branch, whose term, in accordance with the revision of Administrative Regulation number 20, expired January 31, 1915.

Mr. Bassett is selected for this position because, in point of service, he is one of the older members of the investigational staff of this Office, and is well acquainted with our clerical personnel. He is interested in, and familiar with, the factors that pertain to clerical efficiency, and possesses an impartial, judicial temperament which should enable him to determine the relative merits of competing clerks with justice to all.

Very respectfully,

A handwritten signature in dark ink, which appears to read 'Charles E. Bassett', is written over the typed name 'Chief.' The signature is fluid and cursive.

Chief.

WMD

CC/CEB
GVB

UNITED STATES DEPARTMENT OF AGRICULTURE,
INSECTICIDE AND FUNGICIDE BOARD,
WASHINGTON, D. C.

ADDRESS ALL CORRESPONDENCE
TO THE INSECTICIDE AND FUNGICIDE
BOARD.

March 31, 1915.

In reply refer to



To the

Secretary of Agriculture.

S i r :

In harmony with Memorandum No. 125 regarding clerical committees on efficiency, I have the honor to advise that Dr. James A. Emery has been selected by the Board to take the place of Mr. C. C. McDonnell. Dr. Emery is a member of the Insecticide and Fungicide Board, located in the Bureau of Animal Industry.

The names of the members of the committee are:

M. B. Waite, Chairman,
James A. Emery,
James G. Shibley.

Very respectfully,

J. K. Haywood
Chairman.

S-M

filed

UNITED STATES DEPARTMENT OF AGRICULTURE,
FEDERAL HORTICULTURAL BOARD,
WASHINGTON, D. C.

March 22, 1915.

The Honorable

The Secretary of Agriculture.

Sir:

Referring to your memorandum of the eighteenth instant, Regarding Clerical Committees on Efficiency, I respectfully recommend that Mr. W. D. Hunter be appointed ^{a member} ~~Secretary~~ of the Committee on Efficiency for the Federal Horticultural Board, in place of Mr. R. C. Althouse. Mr. Hunter is a member of the Board and, as such, is fully acquainted with the services rendered by the different clerical employees.

Very respectfully,


Chairman of Board.



UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF PLANT INDUSTRY.

OFFICE OF FARM MANAGEMENT.

Washington, D. C., March 29, 1915.

The Honorable

The Secretary of Agriculture.

Dear Mr. Secretary:

In conformity with the requirements of Memorandum 125 dated March 18, regarding clerical committees on efficiency, I beg to submit the following names for the committee in this office:

E. H. Thomson, Chairman

Lisle Morrison

H. M. Dixon.

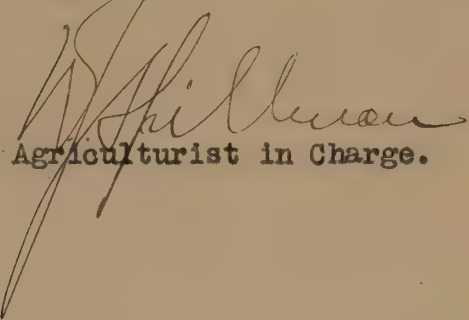
Mr. Thomson is the Acting Agriculturist in my absence, and has general charge of the section of Farm Economics, which uses a considerable number of statistical clerks and stenographers; consequently, he is particularly well fitted for serving on this Committee.

Mr. Morrison is the Executive Assistant in the office, and has general charge of the entire clerical force; and he has also had the direction of large numbers of people; consequently, he is thoroughly equipped to place a fair value on the personnel to be considered by this Committee.



Mr. Dixon has immediate supervision of a number of clerks in connection with the work in the section of Farm Economics, and has shown good judgment in the handling of them, and, it is believed, is fitted to render valuable service, in connection with the other members of the Committee.

Very truly yours,


Agriculturist in Charge.

LM/CF

DEPARTMENT OF AGRICULTURE,
WASHINGTON, D. C.
OFFICE OF ASSISTANT SECRETARY.

June 18, 1913.

MEMORANDUM NO. 29.

Efficiency Reports and Registers.

---0---

(1) It is desired to inaugurate a new Efficiency System which shall replace all other systems of grading clerks and employees below the grade of clerk now in use throughout the Department; and new forms of Efficiency Reports are now being printed.

These reports will be made by persons having immediate supervision of each employee and shall be fair, conservative, and impartial in every particular, representing the unbiased judgment of the supervising officer making them.

The present percentage basis of marking is superseded by marks of "Excellent," "Good," "Fair," and "Poor;" Excellent is equivalent to a percentage of 95 to 100 inclusive; Good, 85 to 95; Fair, 70 to 84; and Poor below 70.

(2) The Chief of each Bureau, Independent Division, Office and Board will require the preparation on forms provided by the Office of the Secretary of Efficiency Reports semi-annually, on the first day of June and December of each year, concerning all clerks and employees below the grade of clerk serving in such Bureau, Division, Office, or Board, and he is expected to see that the ratings are made after due consideration of all the factors applicable to the individual case.

(3) The Chief of each Bureau, Independent Division, Office and Board will appoint a Committee on Efficiency to consist of three (3) or five (5) members, including, if practicable, the Assistant Chief of Bureau as Chairman, and the Chief Clerk of Bureau as Secretary. Such Committee will consider the semi-annual efficiency reports and all other pertinent facts and will determine efficiency ratings and relative standings of employees. The Committee will have the privilege of calling for all information necessary to enable them to fix the relative standing of any employee.

(4) An Efficiency Register shall be prepared semi-annually in each bureau, by the Bureau Committee on Efficiency. Such register shall consist of a tabulation of the information contained in the Efficiency Reports and other data for each employee; and shall list all the employees in order of their relative efficiency standing. In establishing the relative rank on the Register of employees under each salary class, the employees therein shall be subdivided into four groups of "Excellent," "Good," "Fair," and "Poor."

(5) The Efficiency Registers, as prepared every six months by the Committee on Efficiency, shall be signed by the members of the Committee, and submitted to the Chief of the Bureau for approval. Registers shall be retained in the Bureaus and copies filed in the Office of the Secretary.

(6) The efficiency ratings on the Registers shall remain in force for six months and shall govern all promotions and demotions during said period. The employee who stands at the head of

his grade shall be recommended for promotion to any vacancy occurring in the next higher grade, unless he shall have forfeited his right to preference by some breach of discipline or neglect of duty.

In the event of a recommendation for promotion of an employee who does not stand at the head of his grade a convincing statement must be given in detail, setting forth the reasons for deviating from the Efficiency Register.

"Good" shall be the minimum rating of efficiency which must be attained by an employee in order to be promoted; "Fair" shall be the rating below which no employee may fall without being demoted, unless there is improvement in six months after being notified by the Secretary of the Committee on Efficiency in form of suggestions as to possible means of improving his efficiency. Employees receiving ratings of "Poor," and receiving the lowest salary of their respective class, and showing no improvement within six months after notification shall be recommended for dismissal for inefficiency.

A handwritten signature in dark ink, appearing to read "B. A. Gentry". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

Assistant Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

November 5, 1913.

MEMORANDUM NO. 52.

Paragraph 3 of Memorandum No. 29, issued June 18, 1913, is hereby amended so as to provide that the clerical committees on efficiency of the various bureaus, independent divisions, offices and boards shall consist of not more than three members, to be designated by the Secretary or Acting Secretary.

As amended, the paragraph in question will read:

(3). A committee on efficiency will be appointed in each bureau, independent division, office or board, and shall consist of not more than three members, designated by the Secretary or Acting Secretary. Such committee will consider the semi-annual efficiency reports and all other pertinent facts and will determine efficiency ratings and relative standings of employees. The committee will have the privilege of calling for all information necessary to enable them to fix the relative standing of any employee.

In accordance with this amendment the following committees on efficiency are appointed, to consider the semi-annual efficiency reports and determine efficiency ratings and relative standings of all clerks and employees below the grade of clerk in their respective bureaus, independent divisions, offices and boards:

Office of the Secretary.

R. M. Reese, Chairman.
W. P. Jones.
W. F. Callander.

Forest Service.

A. F. Potter, Chairman.
James B. Adams.
R. Y. Stuart.

Bureau of Stastics.

L. M. Estabrook, Chairman.
N. C. Murray.
S. A. Jones.

Bureau of Chemistry.

(Asst. Chief, -Not yet appointed), Chairman.
H. M. Loomis.
F. B. Linton.

Bureau of Plant Industry.

David Fairchild, Chairman.
M. B. Waite.
W. J. Spillman.

Weather Bureau.

E. H. Bowie, Chairman.
E. B. Calvert.
Preston C. Day.

Office of Public Roads.

Logan W. Page, Chairman.
(Asst. Director -Not yet appointed.)
Vernon M. Peirce.

Bureau of Animal Industry.

John R. Mohler, Chairman.
B. H. Rawl.
C. C. Carroll.

Office of Exp. Stations.

E. W. Allen, Chairman.
R. D. Marsden.
R. P. Teele.

Insecticide & Fungicide Board.

M. B. Waite, Chairman.
C. C. McDonnell.
J. G. Shibley.

Bureau of Soils.

C. F. Marbut, Chairman.
A. G. Rice.
Frank K. Cameron.

Library.

Miss C. R. Barnett, Chairman.
Miss E. B. Hawks.
Miss H. M. Thompson.

Federal Horticultural Board.

Geo. B. Sudworth, Chairman.
R. C. Althouse

Division of Accounts and

Disbursments.

W. R. Fuchs, Chairman.
W. J. Nevius.

Bureau of Biological Survey.

T. S. Palmer, Chairman.
E. W. Nelson.
A. K. Fisher.

Division of Publications.

Jos. A. Arnold, Chairman.
B. D. Stallings.
John O. Riley.

Bureau of Entomology.

C. R. Marlatt, Chairman.
R. S. Clifton.
F. M. Webster.

Office of Markets.

W. A. Sherman, Chairman.
R. V. Bailey.
G. V. Branch.

B. A. Gentry

Acting Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

February 12, 1914.

MEMORANDUM NO. 73.

Efficiency rating of Members of District Militia.



The efficiency rating of such employees of the Department of Agriculture as are members of the Organized Militia of the District of Columbia will not be adversely affected by the absence of such employees upon duty or field service with their respective organizations for instruction.

A handwritten signature in dark ink, appearing to read "B. A. Gregory". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

Acting Secretary.

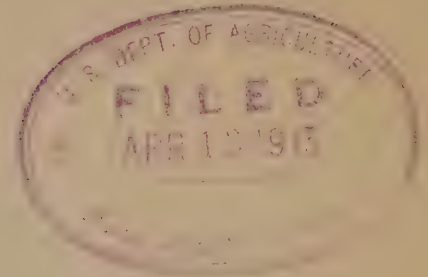
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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 15, 1914.

MEMORANDUM NO. 84.



Appointment of Member of Committee on Efficiency,
Weather Bureau.

Mr. D. T. Maring is hereby designated a member of the Committee on Efficiency appointed by Memorandum No. 52, dated November 5, 1913, to consider the semi-annual efficiency reports and determine efficiency ratings and relative standings of clerks and employees below the grade of clerk in the Weather Bureau, vice Mr. E. B. Calvert, resigned.

A handwritten signature in dark ink, reading "A. D. Greenway". The signature is written in a cursive style with a prominent initial "A" and a long, sweeping underline.

Acting Secretary.

Page 1, 51

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

November 25, 1914.

MEMORANDUM NO. 109.



Efficiency Register, Office of the Solicitor.

Memorandum No. 29 of June 18, 1913, as amended by Memorandum No. 52 of November 5, 1913, is hereby further amended so as to provide that, beginning with December, 1914, a separate efficiency register shall be established and maintained for the clerical and sub-clerical employees of the Office of the Solicitor.

Mr. W. P. Jones is relieved of duty on the Committee on Efficiency in the Office of the Secretary, which committee will hereafter consist of the following:

R. M. Reese, Chairman,
W. F. Callander,
Alex. McC. Ashley.

The Committee on Efficiency in the Office of the Solicitor shall consist of the following:

W. P. Jones, Chairman,
R. W. Williams,
E. B. Quiggle.

The provisions of Memoranda 29 and 52 are not hereby otherwise amended.

D. P. Houston

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

November 28, 1914.

MEMORANDUM NO. 110.

Efficiency Committee, Bureau of Soils.

Memorandum No. 29 of June 18, 1913, as amended by Memorandum No. 52 of November 5, 1913, and Memorandum No. 109 of November 25, 1914, is hereby further amended so as to provide that, beginning with December, 1914, the Efficiency Committee of the Bureau of Soils shall consist of the following members:

A. G. Rice, Chairman,
Chas. A. Wolfe,
C. F. Marbut.

The provisions of Memoranda 29, 52 and 109 are not hereby otherwise amended.

D. A. Hackett

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

December 4, 1914.

MEMORANDUM NO. 112.

Clerical Efficiency Committee, Weather Bureau.

The following employees of the Weather Bureau are hereby
appointed additional members of the Clerical Efficiency Committee
of that Bureau:

C. C. Clark,
H. E. Williams.

Memorandum No. 29 of June 18, 1913 (as amended by Memorandum No. 52 of November 5, 1913, Memorandum No. 73 of February 12, 1914, and Memorandum No. 110 of November 28, 1914) and paragraphs 18 to 24, inclusive, of the Administrative Regulations, are amended accordingly.

The Committee, as now constituted, is as follows:

E. H. Bowie, Chairman,
D. T. Maring,
Preston C. Day,
C. C. Clark,
H. E. Williams.

D. F. Houston

Secretary.

Eff. 10/13/15



DEPARTMENT OF AGRICULTURE
WASHINGTON

April 10, 1915.

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the Secretary's File Room

MEMORANDUM NO. 133.

Regarding Preparation of Program of Work
for the Fiscal Year 1916.

Each bureau or office is requested to submit, not later than May 15, a statement of the projects or activities upon which it is planned to undertake work during the fiscal year 1916, for use in the preparation of a revised issue of the Program of Work of the Department.

In the formulation and presentation of these project statements, it is important that each bureau or office should make as complete a separation as possible of its research, extension, and regulatory work, as contemplated by the plan of reorganization outlined in Memorandum No. 121.

All active lines of work should be scheduled, including (1) the projects listed in the Program for 1915 and still in effect, (2) lines of work inaugurated since the preparation of the last Program which have received administrative approval, and (3) proposed new lines of work.

Project statements covering anticipated new work should first be presented in proper form (see Administrative Regulations, paragraph

146) for consideration and approval by the Secretary.

The titles of projects or subactivities which have been terminated during the fiscal year 1915 should be listed on a separate sheet.

Attached hereto are directions for preparing the Program of Work.

A. H. Johnston ,

Secretary.

(Enclosure)

DIRECTIONS FOR PREPARING THE PROGRAM OF WORK.

The statements should be prepared on letter-sized typewriter paper. One copy will be sufficient.

Keep the pages flat; do not fold or roll.

All side headings (i.e., Object, Procedure, Cooperation, etc.) should be underscored.

The data should be in the following form: (1) the name of the bureau (or office); (2) the general character of the activity, that is, whether research, extension, or regulatory work; (3) the name of the project group; (4) the title of the subgroup, if any; and (5) the project title. This should be followed by a detailed statement for each project or subactivity under the various groups or subgroups. An example of the form in which the material should be presented follows:

Bureau: PLANT INDUSTRY.

Character of activity: RESEARCH.

Project group: POMOLOGICAL INVESTIGATIONS.

Subgroup: Viticultural Investigations.

Project title: Grape Investigations in Vinifera Regions.

Object.--

Procedure.--

Cooperation.--

Location.--

Date begun.--

Results.--

Probable date of completion.--

Assignment.--

Proposed expenditures, 1915-16.--

The following points should be kept in mind in preparing the Program:

Object.--The problem should be clearly but concisely outlined. In many of the projects listed in the Program of Work for 1915, the object is not stated with sufficient definiteness. Under this head, the title itself should be explained, if necessary to a clear understanding of the project.

Procedure.--This is a new heading, inserted in order that the method of approaching the problem defined under "Object" may be indicated. There should also be included here a succinct but informative statement of the plans for further work on the project.

Cooperation.--Indicate relations with other departments, bureaus, divisions, experiment stations, or other organizations, or with private parties; but intrabureau relationships need not be shown.

Location.--Avoid general statements. Name points in States where the work is being prosecuted, if not too numerous.

Results.--Heretofore the information under this head has not been sufficiently explicit in the case of many of the projects. "Results" refers to what the work has yielded, particularly during the preceding year. References to published work are desirable, but the statements of results should not be limited to a citation of literature.

Probable date of completion.--If at all possible, give a definite date in each case. Avoid the use of such terms as

"continucus," "indeterminate," or "indefinite" in the case of projects which can be and should be terminated within a reasonably definite period of time.

Assignment.--Under this head give name of leader; also state number of employees engaged for full time and those for part time on the project.

Proposed expenditures.--Simply show the total estimated cost of each project. If any of this cost represents a transfer of funds from another bureau, indicate in parenthesis the amount and the name of the bureau from which transferred. It will not be necessary to cite the appropriation or subappropriation.

In addition to indicating the cost of individual projects, show in the same manner the total amount estimated for each subgroup and each group.

(Note: Each bureau or office will please prepare a separate statement showing allotment of funds (statutory and lump funds, including subappropriations) for each project, subgroup, and group. This statement will not form a part of the Program of Work but is desired for the purpose of checking up project allotments against the various appropriations and subappropriations).

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DEPARTMENT OF AGRICULTURE
WASHINGTON

April 20, 1915.

MEMORANDUM NO. 134.

Regarding Publication of Monthly Crop Report and Dis-
continuance of Agricultural Outlook.

The publication of the Farmers' Bulletin entitled "The Agricultural Outlook" will be discontinued with the issue of April, 1915. Beginning with the month of May, 1915, and monthly thereafter, or as often as may be necessary, data relating to agriculture, including estimates of acreage, condition, yield, production, prices and values of crops and live stock, in the form of tabular statements and such text summaries and comments as are necessary to interpret the same, will be published in a serial of the Bureau of Crop Estimates entitled "The Monthly Crop Report." The Monthly Crop Report will be printed on pages of quarto size, with the text matter in narrow columns, and will be issued as soon as practicable after the day of the month to which the report relates. Unless strictly pertinent to the subject matter of the Monthly Crop Report, special articles similar to those heretofore included in the Agricultural Outlook will be sent to the Office of In-

formation or to the Division of Publications for publication in the Weekly News Letter or other form of publication by the Department.

Inasmuch as the Monthly Crop Report will set forth results obtained in the Bureau of Crop Estimates, the value of which depends largely upon their prompt and timely publication, the transmission of the manuscript through the Division of Publications to the Public Printer will be expedited, and the Chief of the Bureau of Crop Estimates will be responsible to the Secretary for all matters contained therein.

The Monthly Crop Report is a resumption, in size and nature of material, of the Crop Reporter which was discontinued, with the issue of June 19, 1913, by Memorandum No. 34. The publication of statistical matter was resumed, however, ^{on} September 11, 1913, in the Agricultural Outlook, as announced in the Weekly News Letter of September 10, 1913. In addition to the statistical data, the Outlook included a number of chapters or articles dealing with timely matters of production. It has been found impossible to publish the Outlook quickly enough to make the crop figures fully serviceable to the public. Moreover, the cost is greater than anticipated, comparatively few Members of Congress order it for their constituents, and the special articles published therein frequently are lost to sight and fail to secure the direct attention of farmers that the circular series or the Weekly News Letter would give them. The separation of the crop reports from the

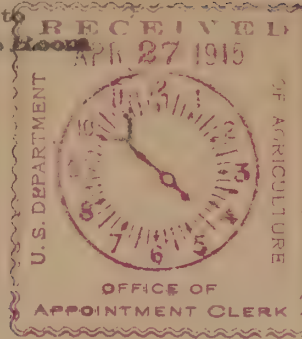
other material, not directly pertinent thereto, will enable the Department to publish the details of crop reports far more promptly, effect economies, and make possible more direct circulation of both classes of material. The issuance of the special articles is to be continued but full provision is now made for their wide publication through the circular series of the Office of the Secretary and through the enlarged Weekly News Letter.

D. S. Houston,
Secretary.

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the Secretary's File Room



DEPARTMENT OF AGRICULTURE
WASHINGTON

April 22, 1915.

MEMORANDUM NO. 135.

In re Contractor Defaulting under the 1915
Schedules of the General Supply Committee.

The attention of all administrative heads, purchasing officers, and financial clerks is invited to the attached copy of Circular No. 24 of the General Supply Committee announcing, under date of April 20, 1915, that the High Grade Oil Refining Co. was adjudged a defaulting contractor by the Secretary of the Treasury on April 3, 1915. In view of this fact it is hereby ordered that hereafter the procedure outlined in Memorandum No. 114, current series, in connection with certain other defaulting contractors, be observed in transactions involving the High Grade Oil Refining Co.

A. H. Austin
Secretary.



OFFICE OF
SUPERINTENDENT OF SUPPLIES
IN REPLYING
ADDRESS THE SUPERINTENDENT OF SUPPLIES
THE AUDITORS' BUILDING

GENERAL SUPPLY COMMITTEE

U. S. EXECUTIVE DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS

WASHINGTON



April 20, 1915.

Circular No. 24.

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Errata No. 7, General Schedule of Supplies, 1915.

Page 71, Item 1511 (a-1), multigraph ribbons, effective April 1, price reduced from \$12.00 to \$11.00 per dozen in dozen lots; single ribbons, \$1.00 each.

Page 398, Item 9508 (a-1), Ardebil Wilton rugs; size, 3 by 6 feet, award has been canceled.

The High Grade Oil Refining Co. was adjudged a defaulting contractor by the Secretary of the Treasury on April 3, 1915. The procedure as authorized by the Solicitor of the Treasury in Errata No. 4, dated November 24, 1914, should be followed in making open market purchases.

Respectfully,

O. H. Briggs.

Superintendent of Supplies.

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Please return to
The Secretary's Office

May 1, 1915.

MEMORANDUM NO. 136.

Purchase, maintenance, repair and operation of
motor-propelled or horse-drawn passenger-carrying vehicles.

Under the terms of the Agricultural Appropriation Act for the fiscal year 1916 (Public No. 293, 63rd Congress), and of section 5 of the Legislative, Executive and Judicial Appropriation Act for the fiscal year 1915 (38 Stat. 454, 508), the maximum amount which the Department may expend out of its several lump-sum appropriations during the fiscal year 1916, for the purchase, maintenance, repair and operation of motor-propelled and horse-drawn passenger-carrying vehicles, is limited to \$55,000. Of this sum not more than \$5,000 may be used for the purchase of such vehicles and boats. The Department is also required to include in the estimates for the fiscal year 1916 and subsequent fiscal years, amounts to be used for expenditures of the kinds described, and to report to Congress on the first day of each regular session, the amounts of such expenditures during the preceding fiscal year.

The chief of each bureau is accordingly directed (1) to submit to the Office of the Secretary on or before May 15, 1915, estimates of the amounts required to be expended during the fiscal year 1916 (a) for the purchase of motor-propelled or horse-drawn passenger-

carrying vehicles and (b) for the maintenance, repair and operation of such vehicles; and (2) to include in the statement of expenditures, required by paragraph 133 of the Administrative Regulations to be forwarded to the Office of the Secretary as soon as possible after September 1, 1915, and in the estimates of appropriations for the fiscal year 1917, required by paragraph 149 of the Administrative Regulations to be submitted to the Office of the Secretary not later than September 20, 1915, respectively, statements of the amounts expended and estimated for the purchase, maintenance, repair and operation of motor-propelled and horse-drawn passenger-carrying vehicles.

Each bureau will be notified before June 30, 1915, of the sum which it may expend during the fiscal year 1916 for each of the purposes indicated, and no bureau will incur expenses for such purposes in excess of the amount allotted to it. Statements of expenditures and liabilities incurred during the fiscal year 1916 against such allotments and the unencumbered balances thereof will be transmitted by each bureau to the Office of the Secretary as soon after the close of each month as is practicable.

In preparing the statements required by this memorandum, information will be furnished only with respect to "passenger-carrying vehicles," that is, vehicles used primarily for the transportation of persons. Information with respect to vehicles used primarily for the transportation of commodities, such as drays or trucks, or with respect to saddle horses, should not be included.

Statements of expenditures or of estimates for the "maintenance, repair and operation" of vehicles, should include all expenses necessary for the use of the vehicles, such as, in the case of horse-drawn vehicles, expenditures for horses, harness, repairs to harness, forage, shoeing of horses and the like, and, in the case of motor-propelled vehicles, tires, gasoline, carbide, lubricating oil, repairs, new parts and the like. Expenses for the hire of either motor-propelled or horse-drawn vehicles by the month, or year, or continuously by the trip, should also be included. Expenses authorized by sections (a), (e) and (j) of paragraph 78 of the Fiscal Regulations, should not be included.

Employees traveling on official business, in general, will use means of public conveyance, but when traveling to points not readily accessible by railway, steamboat or other means of conveyance, employees may be authorized to hire special conveyance in accordance with section (j) of paragraph 78 of the Fiscal Regulations, or to use their own vehicles. When permitted to use their own vehicles, letters of authorization should be drawn so as to provide for reimbursement of the employees only at such rates per mile for the use of motor-propelled vehicles, or at such rates per day for horse-drawn vehicles, as will not exceed the actual cost of operating the vehicles.

Carl Trooman

Acting Secretary.



MR. ROBERTS:

For your information. (COPY)

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

May 29, 1915.

Dr. A. D. Melvin,

Chief, Bureau of Animal Industry.

Dear Dr. Melvin:

Since the Comptroller of the Treasury has decided that employees receiving compensation at fixed rates can not be paid in addition compensation at fixed rates for the use on official business of horses or vehicles, either horse-drawn or motor-propelled, all existing appointments or other contracts of employment providing such additional compensation for employees of the Bureau of Animal Industry should be canceled immediately.

Hereafter employees of your Bureau on lump sum rolls regularly assigned to field duty may be required to own, equip, and maintain saddle and other animals and vehicles necessary for the performance of their official duties. When such requirement is made consideration may be given thereto in fixing the rates of pay of the employees. Employees who, on account of their being required to own, equip, and maintain horses, other animals or vehicles, are allowed pay at a higher rate than they would otherwise receive, will not be furnished by the Department with, and will not be reimbursed by the Department for expenditures for, feed for animals, oil, gasoline, or carbide for

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

April 1917

Dear Sir:

I have the honor to acknowledge the receipt of your letter of the 14th inst. in relation to the matter of the proposed amendment to the act of March 3, 1907, relating to the exportation of certain agricultural products.

The Department is currently engaged in a study of the proposed amendment, and it is hoped that a final decision will be reached in the near future.

Very respectfully,
Secretary

Very truly yours,
Secretary

Enclosed for you are two copies of the proposed amendment to the act of March 3, 1907, relating to the exportation of certain agricultural products.

I am, Sir, very respectfully,
Very truly yours,
Secretary

vehicles, or other supplies for maintaining such animals or vehicles. On the other hand, employees, whether on lump fund or statutory rolls, who are required to own, equip, and maintain horses, other animals, or vehicles, but are not allowed for that reason pay at a higher rate than they would otherwise receive, may be furnished by the Department with, and may be reimbursed by the Department for expenditures for, feed for animals, oil, gasoline, carbide, and other supplies for the maintenance of the animals and the operation of the vehicles while used on official business, subject to the provisions of the Fiscal Regulations. Employees will not be reimbursed for repairs to or new parts for vehicles.

In making recommendations affecting rates of pay of persons employed, or to be appointed, on lump sum rolls and assigned to field duty, you are therefore directed to state whether they will be required to own, equip, and maintain horses or other animals or vehicles, and, if such is the case, what allowance, if any, is made therefor in the rates of pay recommended.

Very truly yours,

A. F. Houston

Secretary.



DEPARTMENT OF AGRICULTURE
WASHINGTON

May 26, 1915.

MEMORANDUM NO. 137.

Efficiency Committee, Office of Experiment Stations.

J. A. Evans and L. A. Clinton are hereby appointed members
of the Committee on Clerical Efficiency of the Office of Experiment
Stations, vice R. D. Marsden and R. P. Teele.

Memorandum No. 132 is amended accordingly.

Carl Vrooman

Acting Secretary.

DEPARTMENT OF AGRICULTURE

12



UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF EXPERIMENT STATIONS,
WASHINGTON, D. C.

May 24, 1915.

MEMORANDUM FOR THE SECRETARY:

Referring to your Memorandum No. 132 of April 7, I respectfully recommend that the following Committee on Clerical Efficiency in this Office be appointed to take effect June 1:

W. H. Beal, Chairman.
J. A. Evans (vice R. D. Marsden).
L. A. Clinton (vice R. P. Teele).

Mr. Beal has already been designated as Chairman, and the change in the other two members is desirable at this time for the reason that Messrs. Marsden and Teele are now associated with the Office of Public Roads, and Messrs. Evans and Clinton will represent the two Offices of Extension Work which will be transferred to the States Relations Service July 1.

Very truly yours,



Director.

DEPARTMENT OF AGRICULTURE
WASHINGTON

June 4, 1915.

Memorandum No 138
Regarding property turned into the Supply Division
~~MEMORANDUM FOR CHIEFS, BUREAUS, OFFICES AND DIVISIONS.~~

On numerous occasions property is turned in by the several bureaus, offices and divisions and later recalled because some branch of the particular office turning in the property is in need of just such material. This practice is not only confusing to the Board of Survey when it convenes to pass on the discarded property, but also gives rise to criticism when the "turn in" papers are changed in the Supply Division, as it often occurs that the second and third copies of the papers are not corrected when property is withdrawn.

It is therefore ordered that the Property Clerk or employee in charge of property accountability in each bureau, office or division, be instructed to adopt some means to prevent this practice of withdrawing property once it is turned in, either by personally calling on the various units of his Bureau to inspect the same prior to its being discarded, or the Property Clerk may prepare a list of such material about the 10th day of each month and send this list to the offices in his respective bureau to see if some of it cannot be used.

Very respectfully,

Secretary.

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DEPARTMENT OF AGRICULTURE
WASHINGTON

June 5, 1915.

MEMORANDUM NO. 138.

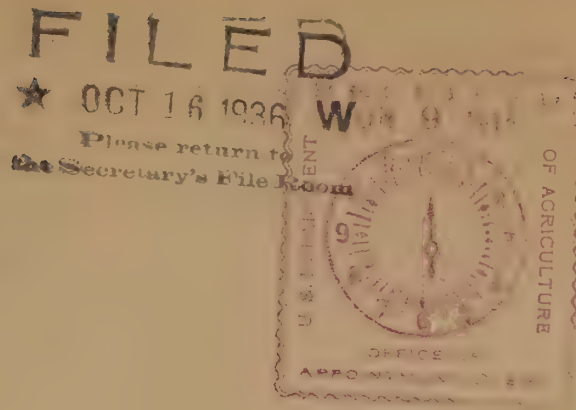
Regarding property turned into the Supply Division.

On numerous occasions property is turned into the Supply Division by the several bureaus, offices and divisions and later recalled because some branch of the particular office turning in the property is in need of just such material. This practice is not only confusing to the Board of Survey when it convenes to pass on the discarded property, but also gives rise to criticism when the "turn in" papers are changed in the Supply Division, as it often occurs that the second and third copies of the papers are not corrected when property is withdrawn.

It is therefore ordered that the Property Clerk or employee in charge of property accountability in each bureau, office or division, be instructed to adopt some means to prevent this practice of withdrawing property once it is turned in, either by personally calling on the various units of his bureau to inspect the same prior to its being discarded, or the Property Clerk may prepare a list of such material about the 10th day of each month and send this list to the offices in his respective bureau to see if some of it cannot be used.

A. S. Hamilton

Secretary.



DEPARTMENT OF AGRICULTURE
WASHINGTON

June 7, 1915.

MEMORANDUM NO. 139.

Regarding Delay in Preparation of Efficiency Registers.

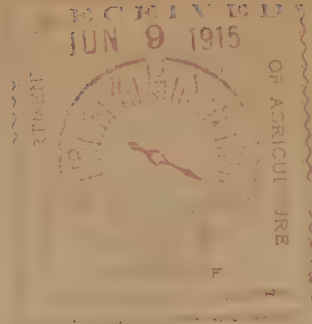
Paragraphs 18 and 21, Administrative Regulations, require the preparation of efficiency reports semianually on the first day of June and December of each year, and tabulation of these reports on efficiency registers. Some of the efficiency registers prepared as of December 1, 1914, were received in this office two months or more after that date. The registers are in constant use and are especially valuable in considering promotions recommended to take effect July 1 and January 1.

It is necessary that greater expedition be used in the preparation and submission of efficiency registers and you are directed to issue instructions accordingly to your Committee on Efficiency and to clerks employed in writing up the registers. The completed registers must be filed with the Office of the Secretary before June 30 and December 31 respectively.

H. H. Austin
Secretary.

Upst Clerk

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WASHINGTON

June 8, 1915.

MEMORANDUM NO. 140.

Organization of States Relations Service.

In accordance with the provisions of the Act of Congress of March 4, 1915, making appropriations for the Department of Agriculture, I hereby establish a States Relations Service in this Department, which shall represent the Secretary of Agriculture in his relations with the State Agricultural Colleges and Experiment Stations under the Acts of Congress of July 2, 1862, August 30, 1890, March 2, 1887, March 16, 1906, May 8, 1914, and Acts supplementary thereto, and in carrying out the provisions of Acts of Congress making appropriations to this Department for farmers' cooperative demonstration work, investigations relating to agricultural schools, farmers' institutes, the relative utility and economy of agricultural products used for food, clothing and other uses in the home, and the maintenance of agricultural experiment stations in Alaska, Hawaii, Porto Rico, and Guam, and in such other matters as the Secretary of Agriculture shall designate from time to time.

The States Relations Service shall include the following offices:

(1) The office of the Director of the Service, which shall include those officers and employees engaged in the general work and administration of

the Service; (2) the Office of Experiment Stations, including the work of the Service relating to agricultural experiment stations; (3) the Office of Extension Work in the South, including the farmers' cooperative demonstration work and the Smith-Lever agricultural extension work in 15 Southern States; (4) the Office of Extension Work in the North and West, including the farmers' cooperative demonstration work and the Smith-Lever agricultural extension work in 33 Northern and Western States; and (5) the Office of Home Economics, including investigations relative to foods, clothing, and household equipment and management.

The work of the Service relating to agricultural instruction and to farmers' institutes and similar organizations shall be under the immediate direction of the Director, and the work relating to farmers' institutes and similar organizations shall be carried on in close cooperation with the offices of extension work.

The States Relations Service will take under consideration matters relating to all the extension work carried on by the several Bureaus and Offices of the Department, and those connected with the administration of the Smith-Lever Extension Act. All plans for demonstration and extension work originating in any Bureau or in any State should first be submitted to the States Relations Service, which will make recommendations regarding them to the Secretary. Approved plans for demonstration and extension work by any Bureau should not be put into operation in any State until they have been brought to

the attention of the Director of the States Relations Service and an opportunity has been given for arranging with the Extension Directors of the Agricultural Colleges regarding the execution of these plans in the States concerned.

Correspondence and personal inquiries regarding the extension work of the State Agricultural Colleges which come to the offices of the Secretary and Assistant Secretary will be referred to the Director of the States Relations Service, under whose supervision replies will be prepared and given out, except that questions involving the policy of the Department, legal and administrative rulings, and approval of plans of work and expenditures shall be referred back to the Secretary's office and the replies shall be given out from that office.

This order shall become effective on July 1, 1915.

X. A. Huston,

Secretary.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY

WASHINGTON, D. C.

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June 11, 1915.

MEMORANDUM FOR MR. REESE.

Dear Mr. Reese:

The word "in" in line 4 on page 2 of Memorandum No. 140 should be changed to "and". Will you please see that the copies sent to your bureau are corrected accordingly.

Very truly yours,



Private Secretary.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

Will you please see that the copies sent to you
are properly filed.

UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF EXPERIMENT STATIONS,
WASHINGTON, D. C. Wm.

June 9, 1915.

The Honorable

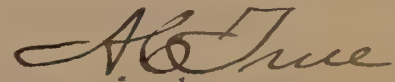
The Secretary of Agriculture.

Dear Sir:

I have received your letter of June 8, enclosing a revised statement creating the States Relations Service, and two sheets showing in diagrammatic form the general organization of the Service. This puts the matter in very clear and satisfactory form, and I believe that we can work out the organization of the Service very well on this basis. The plan which you propose has the advantage of being simpler than the one which I outlined, and which was intended to bring out various phases of our work with a view to facilitating your review and final decision.

I have no further suggestions to make in this matter.

Very truly yours,



Chairman,
States Relations Committee.

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I would also not designate any part of the home economics work as extension work. Under the wording of the Act it is clearly investigational in the accepted use of the term. Unquestionably we shall give information concerning the results of the work as fast as they are secured, through bulletins, press notices, etc. When the work, however, passes beyond the investigational stage and is ready to be conveyed through personal contact to the rural population, it seems to me that we shall necessarily have to avail ourselves of the machinery of our demonstration work, especially of the Smith-Lever machinery. This is the machinery that the land-grant colleges will employ to bring their home economics results directly to the people.

The insular experiment station work is clearly research work. I should regard also the farmers' institute work and the agricultural instruction work, under the legislation providing for it, as research work. Perhaps, a better term to designate the activities under the appropriation would be investigational work, but the word "research" broadly construed means this. If you have any suggestion to make,

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I shall be glad to have it before I take formal action.

Sincerely yours,

D. P. Houston
Secretary.

Enclosure.

UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF EXPERIMENT STATIONS,
WASHINGTON, D. C. Wn.

March 4, 1915.

In accordance with the provisions of the Act of Congress of March 4, 1915, making appropriations for the Department of Agriculture, I hereby establish a States Relations Service in this Department, which shall represent the Secretary of Agriculture in his relations with the State Agricultural Colleges and Experiment Stations under the Acts of Congress of July 2, 1862, August 30, 1890, March 2, 1887, March 16, 1906, May 8, 1914 and Acts supplementary thereto, and in carrying out the provisions of Acts of Congress making appropriations to this Department for farmers' cooperative demonstration work, investigations on agricultural schools, farmers' institutes, the relative utility and economy of agricultural products used for food, clothing and other uses in the home, and the maintenance of agricultural experiment stations in Alaska, Hawaii, Porto Rico and Guam and in such other matters as the Secretary of Agriculture shall designate from time to time.

The States Relations Service shall include the following offices;

(1) The office of the Director of the Service, which shall include those officers and employees engaged in the general work and administration of the Service; (2) the Office of Experiment Stations, including the work of the Service relating to agricultural experiment stations; ~~(3) the Office of Agricultural Instruction, including the work of the Service relating to the teaching of agriculture in colleges and schools;~~ (4) the Office of Extension Work in the South, including the farmers' cooperative demonstration work

and the supervision of the Smith-Lever Extension fund in 15 Southern States; ⁽⁴⁾ the Office of Extension Work in the North and West, including the farmers' cooperative demonstration work and the supervision of the Smith-Lever fund in 33 Northern and Western States, and ⁽⁵⁾ the Office of Home Economics, including investigations on foods, clothing, and household equipment and management.

Agric. Inst. and
The work of the Service relating to farmers' institutes and similar organizations shall be under the immediate direction of the Director and shall be carried on in close cooperation with the offices of extension work.

The work of Home Econ. & Sim. Orgs.
This order shall go into effect July 1, 1915.

United States Department of Agriculture,
Office of Experiment Stations,
Washington, D. C.

May 6, 1915.

MEMORANDUM FOR THE SECRETARY:

Referring to Memorandum No. 121, I transmit herewith chart showing the organization of the States Relations Service as of July 1, 1915.

Very truly yours,

A handwritten signature in cursive script, appearing to read "A. C. True".

Chairman,
States Relations Committee.

STATES RELATIONS SERVICE

DIRECTOR

Accounts

Chief Clerk

Editorial Division

Library

Office of Experiment Stations

Office of
Agricultural Instruction

Offices of
Agricultural Extension Work

Office of
Home Economics

I.
For South

II. For
North & West

III.
For Extension Studies

—Regulatory—

Inspection of Station Work
and Expenditures.

—Extension—

Experiment Station Record.
Advisory Relations with
State Stations.

—Research—

Insular Stations

Alaska

Hawaii

Porto Rico

Guam

—Research—

Studies of Content of School
Agriculture.

—Extension—

Preparation of Lessons, Practical
Exercises, and Illustrative
Material for Schools.

—Regulatory—

Administration of Smith-Lever
Funds.
Supervision of Bureau Extension
Projects.

—Extension—

Farmers' Cooperative Demonstration
Work.

—Research—

Studies of Methods of Extension
Work.

—Extension—

Preparation of Publications
and Illustrative Material.

—Research—

Respiration Calorimeter Investigations,
Studies on Food, Dietetics, Clothing,
and Household Equipment, Work,
and Management.

—Extension—

Preparation of Publications, and
Illustrative Material.
Advice and Instruction for
Extension Workers.

STATES RELATIONS SERVICE

DIRECTOR

Accounts

Chief Clerk

Editorial Division

Library

Office of Experiment Stations

Office of
Agricultural Instruction

Offices of
Agricultural Extension Work

Office of
Home Economics

I.
For South

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Hawaii

Porto Rico

Guam

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Studies of Content of School
Agriculture.

—Extension—

Preparation of Lessons, Practical
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Material for Schools.

—Regulatory—

Administration of Smith-Lever
Funds.
Supervision of Bureau Extension
Projects.

—Extension—

Farmers' Cooperative Demonstration
Work.

—Research—

Studies of Methods of Extension
Work.

—Extension—

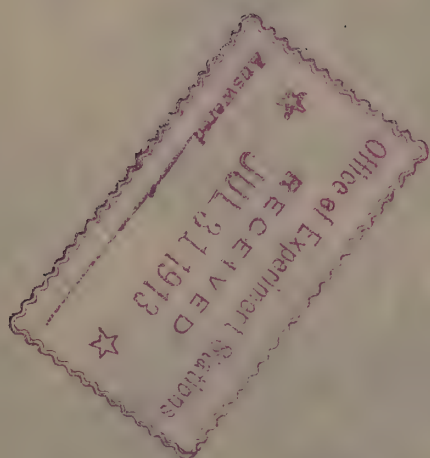
Preparation of Publications
and Illustrative Material.

—Research—

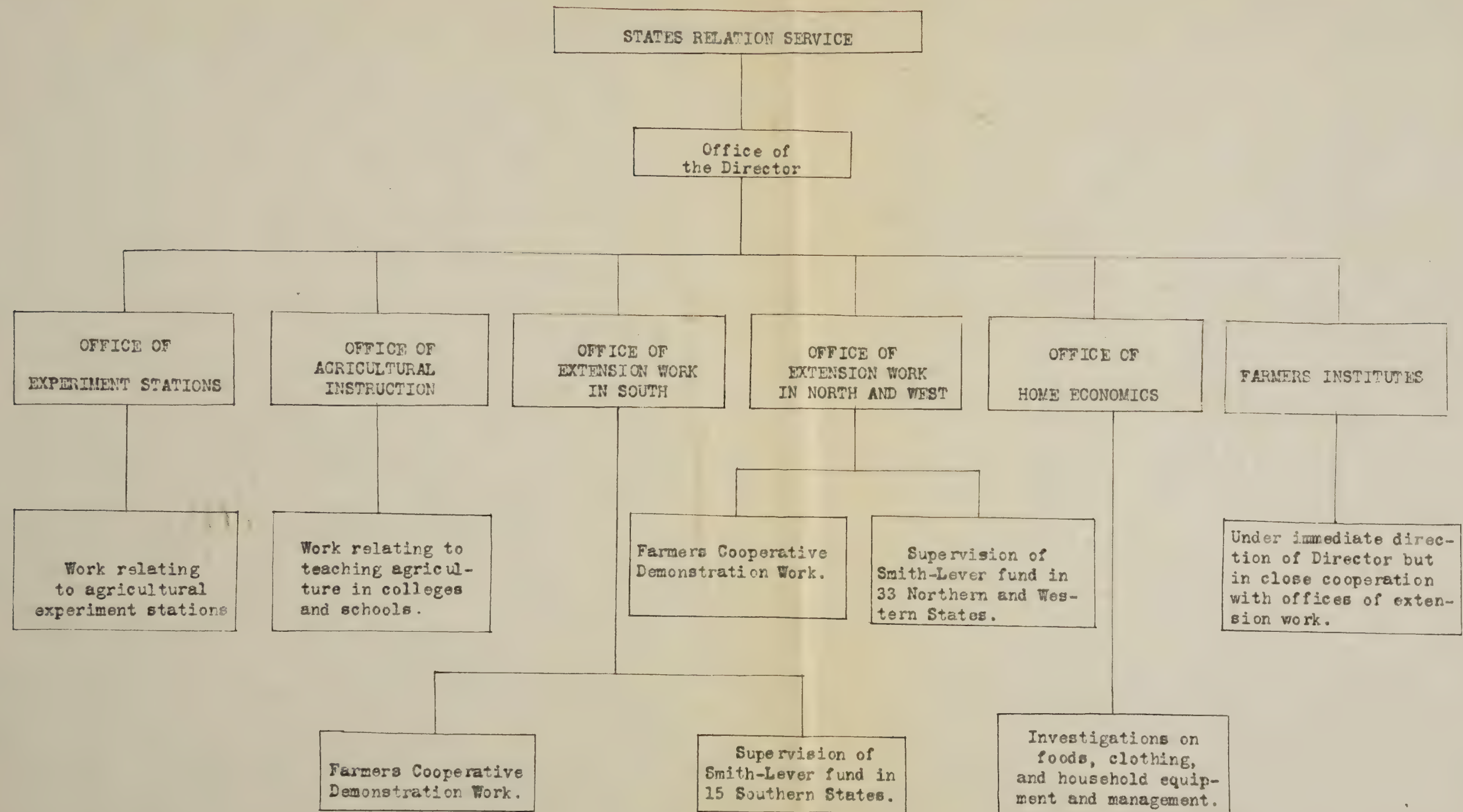
Respiration Calorimeter Investigations,
Studies on Food, Dietetics, Clothing,
and Household Equipment Work
and Management.

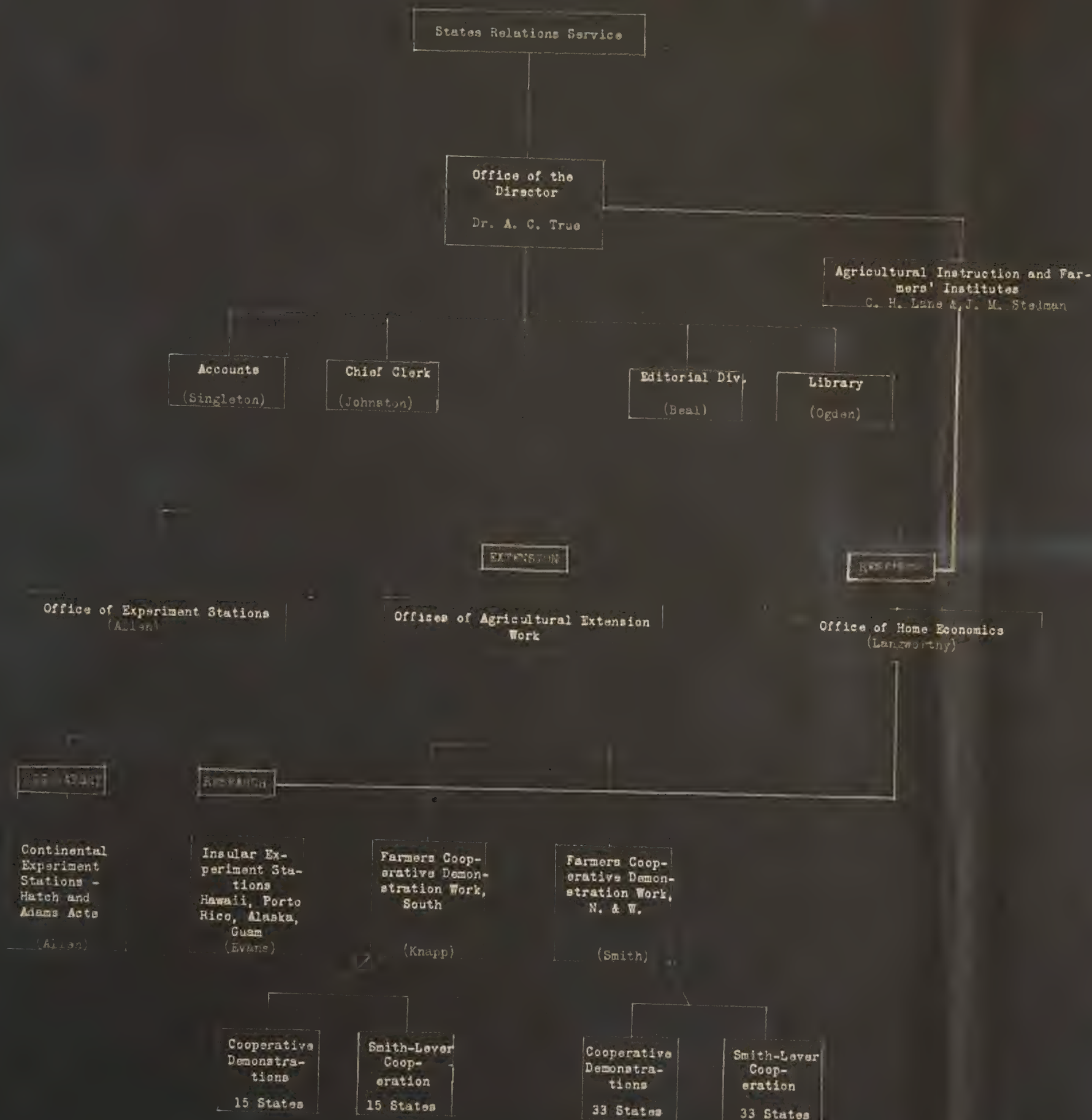
—Extension—

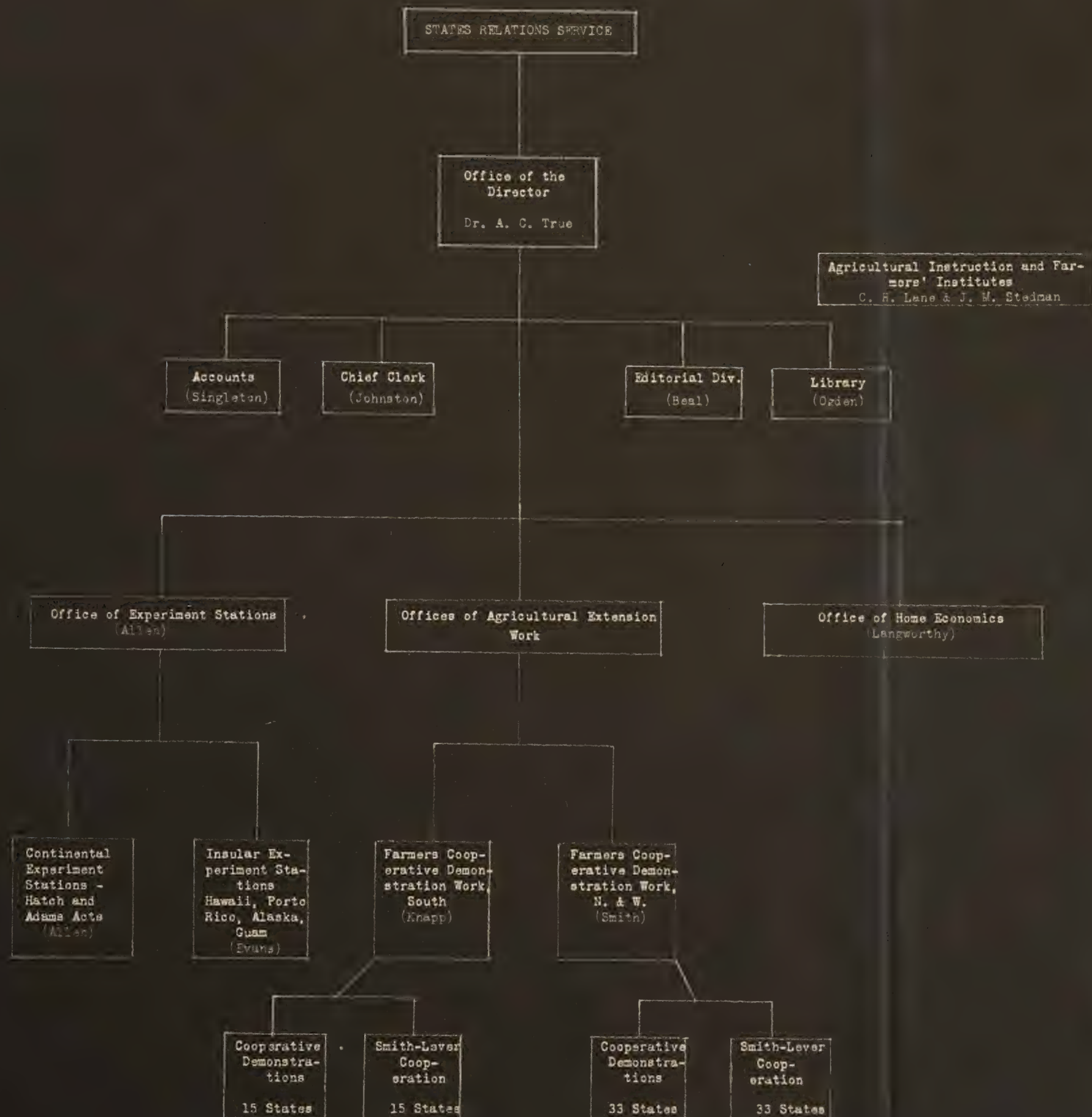
Preparation of Publications and
Illustrative Material,
Advice and Instruction for
Extension Workers.



STATES RELATIONS SERVICE







States Relations Service

Office of the
Director

Dr. A. C. True

Agricultural Instruction and Far-
mers' Institutes

C. H. Lane & J. M. Steiman

Accounts

(Singleton)

Chief Clerk

(Johnston)

Editorial Div.

(Beal)

Library

(Ogden)

EXTENSION

EXTENSION

Office of Experiment Stations
(Allen)

Offices of Agricultural Extension
Work

Office of Home Economics
(Lansworthy)

REGULATORY

RESEARCH

Continental
Experiment
Stations -
Hatch and
Adams Acts

(Allen)

Insular Ex-
periment Sta-
tions
Hawaii, Porto
Rico, Alaska,
Guam
(Evans)

Farmers Coop-
erative Demon-
stration Work,
South

(Knapp)

Farmers Coop-
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N. & W.

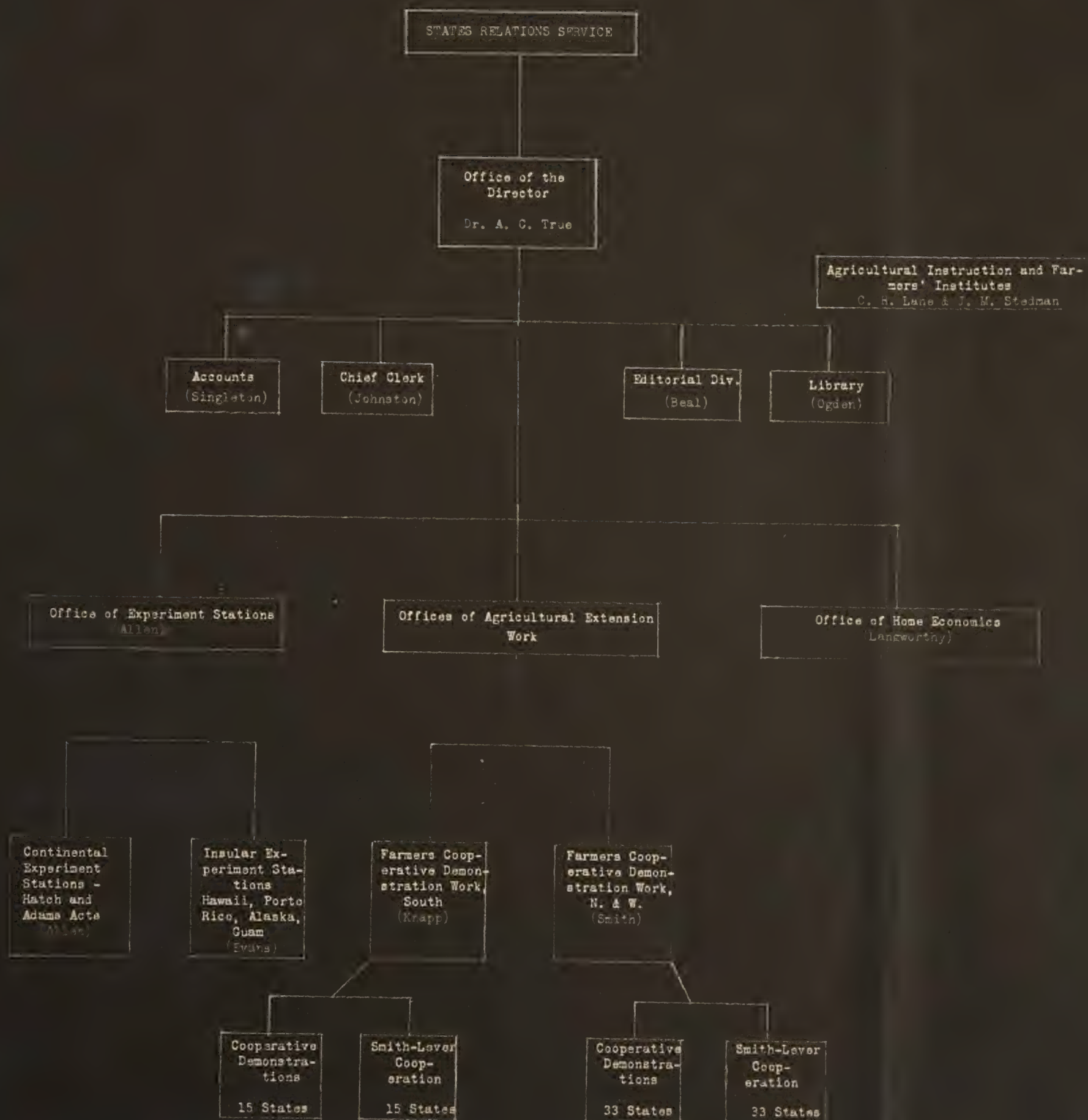
(Smith)

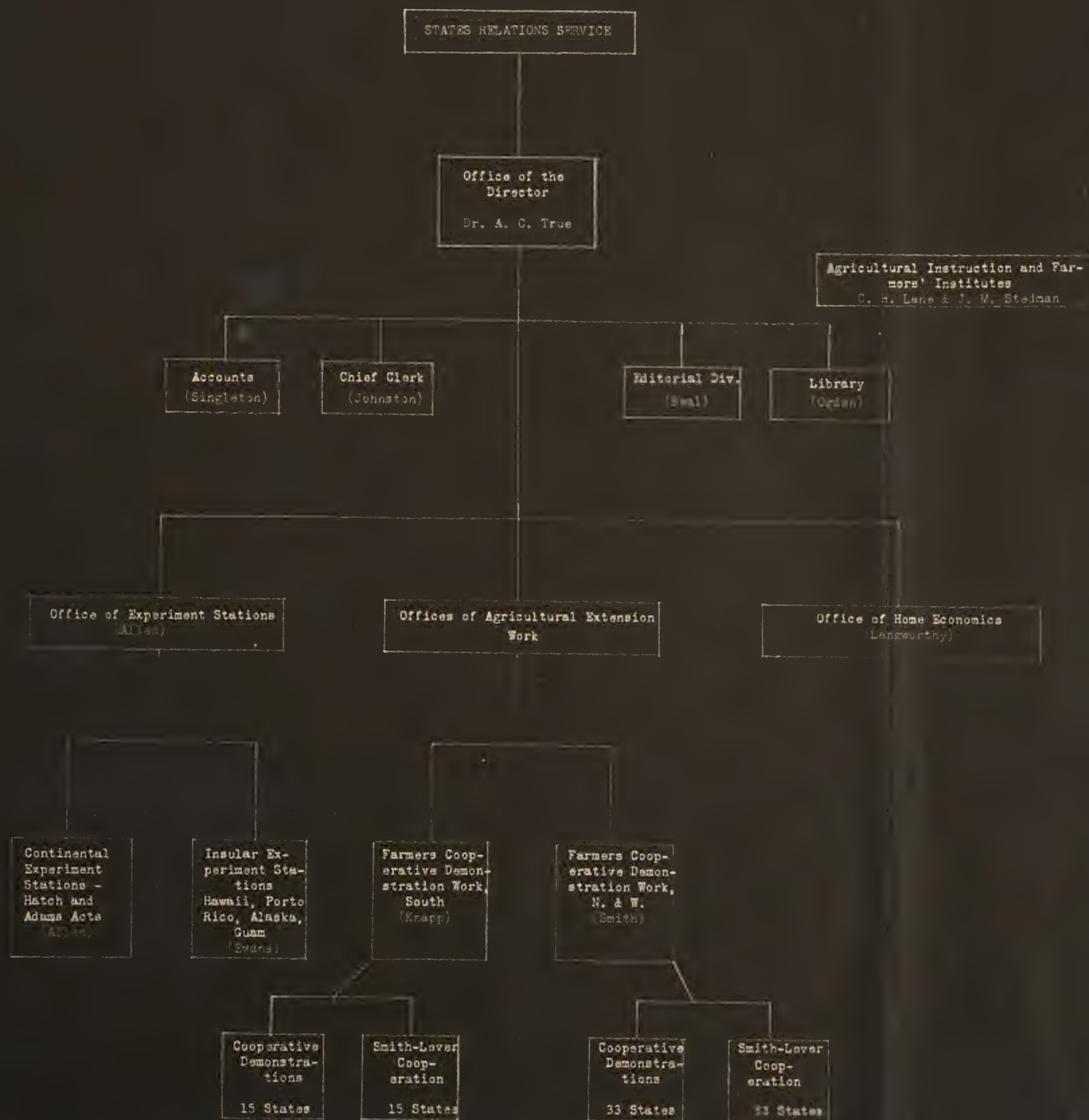
Cooperative
Demonstra-
tions
15 States

Smith-Lever
Coop-
eration
15 States

Cooperative
Demonstra-
tions
33 States

Smith-Lever
Coop-
eration
33 States





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June, 14, 1915.

MEMORANDUM NO. 141

Use of Waste Paper Baskets.

Throughout the Department the practice appears to be general of throwing into the waste paper baskets fragments of luncheon and other foreign matter. The waste paper baskets are intended to receive waste paper and nothing else. The practice of throwing other articles into waste paper baskets must be stopped immediately.

Chief Clerks of bureaus are directed to see that this order is enforced and to provide metal receptacles for fragments of luncheon and also separate receptacles for broken glass, empty tin cans, and other waste material of this character.

D. F. HOUSTON,

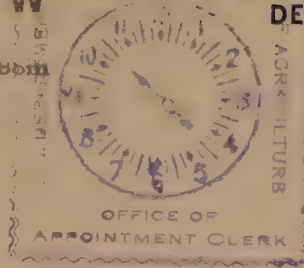
Secretary.

Noted.
J.H.
T.G.
R.A.
W.M.
B.M.
G.R.G.
R.A.
L.M.F.
E.R.O.

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DEPARTMENT OF AGRICULTURE
WASHINGTON

June 14, 1915.

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D. H. Smith,

Secretary.

114
June 14, 1915.

MEMORANDUM NO. _____

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Secretary.

W. A. Wolfe

UNITED STATES DEPARTMENT OF AGRICULTURE,
OFFICE OF CHIEF CLERK,
WASHINGTON, D. C.

June 14, 1915.

Memorandum for Mr. Harrison:

There is urgent necessity for the issuance and enforcement of an order such as is embodied in the enclosed memorandum. In one day from four sacks of waste paper collected from one bureau the following articles were found: fragments of luncheon, a large empty glass bottle, a broken electric light bulb, an empty tin can, and two empty tin boxes. As the Department is about to turn over to the Public Printer its waste paper, for the reason that the Public Printer received a higher bid than the Department received on proposals sent out, it is of the utmost importance that nothing extraneous be placed in the waste paper. It is impossible to sort the paper before delivery to the Public Printer and he will not receive it if it contains foreign matter such as described above.

I have drawn the order in rather emphatic terms, but it is desired to bring the matter sharply to the attention of the bureaus.

Respectfully,

Wm. A. Wolfe

Chief Clerk.

R-L



June 14, 1915.

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There is urgent necessity for the issuance and enforcement of an order such as is embodied in the enclosed memorandum. In one day from four sacks of waste paper collected from one bureau the following articles were found: fragments of luncheon, a large empty glass bottle, a broken electric light bulb, an empty tin can, and two empty tin boxes. As the Department is about to turn over to the Public Printer its waste paper, for the reason that the Public Printer received a higher bid than the Department received on proposals sent out, it is of the utmost importance that nothing extraneous be placed in the waste paper. It is impossible to sort the paper before delivery to the Public Printer and he will not receive it if it contains foreign matter such as described above.

I have drawn the order in rather emphatic terms, but it is desired to bring the matter sharply to the attention of the bureaus.

Respectfully,

Chief Clerk.

R-L

1. The first of these is the fact that the Commission has not yet received the information it needs to make a proper assessment of the situation in the country. This is due to the fact that the Commission has not yet received the information it needs to make a proper assessment of the situation in the country. This is due to the fact that the Commission has not yet received the information it needs to make a proper assessment of the situation in the country.

4. *Staphylococcus aureus*

12



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DEPARTMENT OF AGRICULTURE
WASHINGTON

July 21, 1915.

MEMORANDUM NO. 142.

Transfers from the Field Service to Washington.

The attention of the chiefs of bureaus and offices is directed to the rules of the Civil Service Commission regarding transfers in the Department from the nonapportioned to the apportioned service. When an appointee has been serving in the field and it is desired to assign him permanently to Washington, D. C., the approval of the Civil Service Commission must be secured before the transfer can be effected.

In this connection, the rules provide that a person transferred from a nonapportioned to an apportioned position shall be required, previous to his transfer, to prove legal residence in the same manner as for original appointment. Persons who proved legal residence before appointment in the nonapportioned service, who have been continuously in the Government service since their appointment, and still claim legal residence in the State from which they were appointed, however, will not, in the event of their transfer to the apportioned

service, be required to file another certificate to prove legal residence, but will be charged to the State from which originally appointed.

Recommendations for transfer of employees from the field service to Washington, D. C., must be submitted to the Office of the Secretary in ample time to secure the prior approval of the Civil Service Commission and must be accompanied, in each case, by a statement setting forth fully the reasons for the transfer. (See Paragraph 17 of the Administrative Regulations).

K. A. Houston
Secretary.

UNITED STATES DEPARTMENT OF AGRICULTURE,
BUREAU OF PLANT INDUSTRY.

F :

OFFICE OF CHIEF CLERK.

Washington, D. C., July 16, 1915

MEMORANDUM FOR THE PRIVATE SECRETARY



Dear Mr. Harrison:

I return herewith the proposed draft of a memorandum regarding transfers from the non-apportioned to the apportioned service, and would suggest that the second paragraph be eliminated. In a transfer from the non-apportioned to the apportioned service, an employee who has taken a civil service examination and proved his legal residence is not required to again prove his residence, if he claims the same State as his residence which he claimed when he took the examination. A different impression might be had from the proposed memorandum as drawn.

The Civil Service Commission has consistently allowed that the Department had the right to bring into Washington employees in the non-apportioned service for not to exceed six months in the year, when it is necessary to do so in the interests of good administration.

Very truly yours,

A handwritten signature in dark ink, appearing to be "J. E. Harrison", written in a cursive style. The signature is long and extends across the width of the page.

Chief Clerk.

App. Clerk

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DEPARTMENT OF AGRICULTURE
WASHINGTON

July 1, 1915.

(Amendment No. 1 to Administrative Regulations)

MEMORANDUM NO. 143

Amendments to Administrative Regulations.

The paragraphs and sections of paragraphs of the Administrative Regulations of this Department, as adopted July 1, 1914, identified by numbers and letters, respectively, as set out below, are hereby amended so as to read as follows, and additional regulations set out in paragraphs numbered 199 to 211, inclusive, are hereby promulgated, all effective July 1, 1915:

D. H. Houston

Secretary

1.APPOINTMENTS.- Except temporary assistants and laborers outside of Washington, employed, subject to Civil-Service rules, under letters of authority, every person entering the service of the department will be appointed by the Secretary at a specified single rate of compensation. No appointment shall contain any provision for additional compensation. No appointment, promotion, demotion, or transfer of any person employed in the city of Washington shall be made effective, nor shall any person appointed for service in the city of Washington be allowed to enter upon performance of his duties, until a written recommendation from the chief of bureau where such action shall have been approved by the Secretary. All appointments shall be subject to civil-service rules. Recommendations for appointments, promotions, demotions, transfers, or other actions affecting the status of employees should be transmitted directly to the office of the Secretary.

2. OATH OF OFFICE.- In all cases of original appointment, promotion, demotion, or transfer from one position to another, on the statutory roll, or of original appointment on a lump-fund roll, or of a transfer from the statutory roll, of one Bureau to the lump-fund roll of another bureau, an oath of office must be executed and filed with the bureau before the first payment will be made. An employee performing continuous service in the same bureau will not be required to take an additional oath of office in case of his promotion, demotion, transfer from one lump-fund roll to another, transfer from statutory to a lump fund roll, or reassignment or other change of status on a lump-fund roll.

Oaths of office when required must be taken without expense to the United States. They may be taken before any officer having an official seal, with authority to administer oaths either under United States statutes or local municipal law, and must be properly certified under the hand and seal of such officer. Oaths of office may also be taken before the Chief Clerk of the department or the chief clerk of any bureau or statutory division thereof in Washington, D. C., provided the chief clerk be one who occupies a statutory position.

Forest guards and other remotely situated employees of the department receiving compensation from lump-fund appropriations, are authorized to subscribe to the oath of office before a forest ranger or other commissioned employee of the department when the services of an officer authorized to administer oaths are not available. In every such case, a statement of the facts must be made on the form by the certifying employee. Oaths of office, declarations, or statement sheets of remotely situated employees shall be forwarded to the appointment clerk of the department as soon as possible after execution.

6. RATES OF COMPENSATION.- The following rules should be observed whenever the necessity arises for recommending appointments under lump-fund appropriations for service either in or out of the city of Washington, and in payment of salaries from such appropriations:

(a) No person shall be appointed at a per annum rate of salary in excess of \$4,500.

(b) No person shall be appointed at a monthly rate of salary which, if continued 12 months, would in that period aggregate more than \$4,500. In no case shall the monthly rate exceed \$375.

(c) No person shall be appointed at a per diem rate of salary which, if continued through a year, would in that period aggregate more than \$4,500. As it is essential to have per diem rates expressed in round numbers, the maximum per diem rates shall in no case exceed \$12.50.

(d) Excepting expenses of travel of employees on lump-fund rolls incident to reporting for duty, provided for in paragraph 11 of the Fiscal Regulations, no person appointed at an annual or monthly salary shall receive in addition as compensation any allowance for subsistence, or for team hire, or other expenses of transportation.

(e) No person shall be appointed at a per hour salary except in extraordinary cases.

9. TEMPORARY APPOINTMENTS.- Persons should not be employed in the department for temporary service unless at the time the appointment is made it is contemplated that the services of the employee will be required merely for a temporary period. Whenever it appears that services of employees will be required continuously, recommendations should be made not for temporary but for permanent appointments. Unless terminated by the Secretary upon recommendation of the chief of the bureau prior to the date of its expiration, or unless authority shall have been secured from the Civil Service Commission for its extension, each temporary appointment in the city of Washington which is limited by the Commission to a specific period will be terminated on the date of expiration. Written notices of the dates of expiration of each such temporary appointment shall be sent by the appointment clerk to the branch of the department in which the employee is serving at least ten days prior to the date of the expiration of the appointment.

12. COMMUNICATIONS TO THE CIVIL SERVICE COMMISSION.-- Requests to the Civil Service Commission for certificates for appointments, including transfers, promotions, demotions, and reinstatements, shall be prepared in the office of the appointment clerk upon recommendations addressed by the chiefs of the various bureaus, offices or divisions to the Secretary, and transmitted through his office. Letters to the Civil Service Commission regarding appointments and other matters concerning the personnel of the department, other than those relating exclusively to routine matters, may be prepared for the signature of the Secretary by the committee on civil service relations, or by the bureau, division, or office concerned, and transmitted to the Commission through the appointment clerk.

13. INSPECTION AND RETURN OF EXAMINATION PAPERS.- No inspection of examination papers of eligibles certified by the Civil Service Commission is permitted except for the purpose of selecting an appointee, and chiefs of bureaus and other officers or employees having occasion to inspect such papers under these circumstances must treat the same as confidential and are prohibited from making copies of any of the questions contained therein. Reports on all certifications for non-scientific positions must be made within four days after their receipt, and within one week after their receipt in the case of certifications for scientific positions.

20. COMMITTEE ON EFFICIENCY. - There shall be in each bureau, independent division, office, and board a committee on efficiency, appointed by the Secretary, consisting, in the case of the Weather Bureau, of not more than five members, and in every other case of not more than three members, to consider the semi-annual efficiency reports and other pertinent facts and determine the relative standing of all clerks and employees below the grade of clerk.

The term of service of the chairman of each committee shall be indeterminate, but the other members shall serve one year only. In the case of the Weather Bureau, the terms of service of two members, and in every other case the term of service of one member, shall expire on January 31 and on July 31 of each year. On or before each of these dates, the chief of each bureau, independent division, office, and board shall submit to the Secretary the names of representatives to take the places of the members whose terms expire, together with full statements regarding the qualifications of each representative for service on the committee. No person shall be eligible for reappointment on any committee within one year from the termination of his (or her) last period of service.

21. EFFICIENCY REGISTER.- A tabulation of the information contained in the semiannual efficiency reports will be prepared in each bureau by the bureau committee, and submitted to the chief of bureau for approval. These registers shall be retained in the bureaus and copies filed in the office of the Secretary before June 30 and December 31, respectively.

26. PROMOTION OF SCIENTIFIC EMPLOYEES.-- A committee shall be established in each scientific bureau, division, and office for the purpose of considering, at the beginning of each fiscal and calendar year, and at other intervals when necessary, all recommendations for the promotion of scientific employees made by heads of subordinate offices, and to look into the status of all other scientific employees with a view of recommending the promotion of those deserving.

Each bureau will promulgate necessary regulations and maintain such records as will enable the committee to have before it data to enable it to act intelligently.

All recommendations to the Secretary for the promotion of such employees should be included in one letter, devoting a separate page to each employee which should contain the following points in some detail: Present and proposed salary of employee; nature of duties; training and experience; length of service in department and date of last promotion; list of important bulletins and other publications prepared by employee, if any.

The present and proposed salary should also be shown as a side heading opposite each recommendation, and the letter should conclude with a tabulated summary giving the information called for by the following headings: Name, present salary, length of time since last promotion, salary recommended, amount of increase, name of appropriation.

34. WORK FOR PRIVATE INDIVIDUALS, FIRMS, ETC. - No officer or employee employed continuously on work of the department shall perform or be engaged upon any work for private individuals, firms, companies, corporations, or institutions without the written consent of the Secretary, first had and obtained through the chief of the bureau, office, or division in which said officer or employee serves. Permission to officers or employees of the Department to engage in outside work will not be granted;

(a) If the outside work or any of it is to be performed during official hours. The practice of taking annual leave intermittently or by hours or days in order to do outside work is discouraged, the main purpose of annual leave thereby being defeated.

(b) If the efficiency of the employee may be impaired by the performance of the outside duties, i.e., where the outside duties are of such an onerous or fatiguing nature as to injure the health of the employee or prevent him from doing his best work during official hours.

(c) If the work to be done in a private capacity may be construed by the public to be the official acts of the department.

(d) If the business connections to be established or the property interests to be acquired may result in a conflict between the private interests of the employee and his (or her) official duties, or tend to bias his (or her) judgment.

(e) If the doing of such work may involve the use of information secured as the result of employment in the department to the detriment of the public service.

(f) If such employment may tend to bring criticism upon, or cause embarrassment to, the department.

47. SUNDAYS AND LEGAL HOLIDAYS.- Sundays and holidays, whether for the whole or part of a day, at the beginning or end of a period of any kind of leave, or within a period of annual leave, will not be counted as leave, but those which occur within a period of sick leave or leave without pay will be counted. An employee who is granted leave without pay for a given period and returns to duty prior to the expiration of said leave is not entitled to pay for any day prior to the day on which he actually reports for duty.

55. IN GENERAL.- Employees outside of the city of Washington may, in the discretion of the Secretary of Agriculture, be granted leave of absence not to exceed 15 days in any one year, which leave may in exceptional and meritorious cases, where such an employee is ill, be extended, in the discretion of the Secretary of Agriculture, not to exceed 15 days additional in any one year.

Leave of absence will not be allowed temporary employees outside of the city of Washington for the first two months of service; but thereafter leave of absence may be granted to such employees, if appointed by the Secretary, at the rate of one and one-fourth (1-1/4) days per month, computed from the beginning of the third month.

62. DISTRIBUTION OF LEAVE.- In no case shall administrative officers recommend or approve the granting of annual leave when to allow it will cause embarrassment to the service; and annual leave should be distributed or allotted to employees, if necessary, in the months when the work of the office will be least affected.

(a) Employees who are members of the National Guard of the District of Columbia shall be granted leave of absence from their respective duties without loss of pay or time on all days of service which the said National Guard, or any portion thereof, may be required to perform by the commanding general.

(b) Employees who are members of the United States Naval Reserve, or of the National Guard or Naval Militia of any State, shall not be allowed, on account of service in such organizations, annual leave in addition to that authorized by paragraph 50 of these regulations.

72. ONLY REGULARLY PRACTICING LICENSED PHYSICIANS.- As a rule certificates of sickness will be accepted from none but regularly practicing physicians, licensed according to law. In unusual cases, however, certificates of other practitioners may be submitted. The sufficiency of such certificates shall be determined by the Chief Clerk of the Department.

75. SICK LEAVE FOR LESS THAN ONE DAY.- Absence on account of sickness for less than one day shall be charged against annual leave. But if the illness extends over the following day or longer, the fractional absence on the first day may be included in the sick leave granted.

98. PREPARATION OF LETTERS FOR SIGNATURE OF SECRETARY;
GENERAL STYLE.- All letters for the signature of the Secretary or Acting Secretary should be prepared on embossed letter-heads, written in elite type, with black-copy-blue ribbon, and care should be taken to see that the finished letter is neat, accurate, and well-balanced in every respect. A margin of an inch and a quarter should be allowed on each side and at the bottom. If the letter covers an entire page, the address should begin an inch below the seal, but, if it is comparatively short, more space may be allowed between the seal and the address. The date should be centered half an inch below the word "Washington". The month should not be abbreviated and figures used for the day, as "July 17, 1914". Paragraphs should be indented seven spaces and double-spacing should be used in all cases, excepting quotations.

Each page, other than the first, should be numbered in the center, one inch from the top and three single spaces from the first line, the number being preceded and followed by a dash, thus:

-2-

but neither the date nor the name, initials, or title of the party to whom the letter is addressed should appear thereon. If there are enclosures accompanying the letter, that fact should be indicated by the word "Enclosures" in parentheses on the left side of the last page. The enclosures should not be listed, but the number may be indicated, thus: (2 Enclosures).

All letters should be written in an impersonal style and the use of the pronouns "I", "me", and "my" should be avoided as far as practicable.

All communications to heads of departments shall be prepared for the signature of the Secretary or Acting Secretary. If a letter is received from an Acting Secretary or Assistant Secretary of any department, the reply thereto should be addressed to the Secretary of that department, and not to the Acting Secretary or Assistant Secretary who signed the letter.

99. FORMS OF SALUTATION AND CONCLUSION.- The following forms of salutation and conclusion should be used in letters prepared for the signature of the Secretary or Acting Secretary, with punctuation, indentation, and spacing exactly as indicated:

(President)

The President:

I have the honor to acknowledge receipt of your letter of July 17, in reference, etc.

Respectfully,

(5 single spaces)

Secretary.

The President,

The White House.

(Heads of Departments)

The Honorable

The Secretary of Commerce.

Sir:

Respectfully,

Secretary.

(Senators)

Hon. John Smith,

United States Senate.

Dear Senator Smith:

Very truly yours,

Secretary.

(Representatives)

Hon. John Smith,

House of Representatives.

Dear Mr. Smith:

Very truly yours,

Secretary.

(Chairmen of Committees, United States Senate)

NOTE: This form should be used only when the Senator is addressed regarding a committee matter in his capacity as Chairman of the Committee; in all other cases, the form given above should be used.

Hon. John Smith,
Chairman, Committee on Appropriations,
United States Senate.

Dear Senator Smith:

Very truly yours,

Secretary.

(Chairmen of Committees, House of Representatives)

NOTE: This form should be used only when the Representative is addressed regarding a committee matter in his capacity as Chairman of the Committee; in all other cases, the form given above should be used.

Hon. John Smith,
Chairman, Committee on Interstate and Foreign Commerce,
House of Representatives.

Dear Mr. Smith:

Very truly yours,

Secretary.

(The Civil Service Commission)

The Honorable,

The President of the U. S. Civil Service Commission.

Sir:

Respectfully,

Secretary.

(Commissioners of the District of Columbia)

The Honorable,

The President of the Board of Commissioners,
Washington, D. C.

Sir:

Respectfully,

Secretary.

(Governors of States and Territories)

Hon. John Smith,
Governor of Virginia,
Richmond, Virginia.

Sir:

Respectfully,

Secretary.

(Other State Officials)

Hon. John Smith,
State Food and Dairy Commissioner,
Boise, Idaho.

Sir:

Respectfully,

Secretary.

(Presidents or Deans of Agricultural Colleges)

President (or Dean) John Smith,
Michigan Agricultural College,
East Lansing, Michigan.

Dear President (or Dean) Smith:

Very truly yours,

Secretary.

(Directors of Agricultural Experiment Stations)

(Where the Director of an Experiment Station is also Dean of the College of Agriculture, he should be addressed as above; where he holds only the title of Director of the Experiment Station, he should be addressed as follows):

Mr. (Dr. or Prof.) John Smith,
Director of the Michigan Agricultural Experiment Station,
East Lansing, Michigan.

Dear Mr. (Dr. or Prof.) Smith:

Very truly yours,

Secretary.

(Individuals)

Mr. John Smith,
Bankers Trust Company,
Traer, Iowa.

Dear Sir:

(If the letter which is being answered clearly indicates that the addressee is personally known to the Secretary or Acting Secretary, as the case may be, the salutation should be "Dear Mr. Smith").

Very truly yours,

Secretary.

Mrs. (or Miss) Josephine M. Smith,
117 Girard Avenue,
Philadelphia, Pennsylvania.

Dear Madam:

(If the letter which is being answered clearly indicates that the addressee is personally known to the Secretary or Acting Secretary, as the case may be, the salutation should be "Dear Mrs. (or Miss) Smith".)

Very truly yours,

Secretary.

(Firms)

Denver Storage Company,
1330 Marine Bank Building,
Chicago, Illinois.

Gentlemen:

Very truly yours,

Secretary.

100. INITIALING OF LETTERS FOR SECRETARY'S SIGNATURE.-

Letters prepared in the various bureaus, divisions, and offices of the department for the signature of the Secretary or Acting Secretary should bear the initials of the chief or acting chief of the bureau, division, or office concerned, written in copying ink or indelible pencil in the upper left-hand corner, but no other initials should appear thereon.

103. WITH TERRITORIAL OFFICIALS, DIPLOMATIC OFFICIALS, ETC.-

All official communications or reports from or to executive officers of the Territories and Territorial possessions of the United States and all official communications or reports relating to Territorial matters from and to all executive officers of the United States stationed in such Territories and Territorial possessions must be transmitted through the Secretary of the Interior, except as to Porto Rico and the Philippine Islands, which are under the jurisdiction of the Secretary of War. All official communications with diplomatic and consular officers in the United States and in foreign countries must be through the Secretary of State.

104. USE OF PENALTY ENVELOPES.- Penalty envelopes containing official matter must bear the words "Official Business" to entitle them to free transportation in the mails. The use of penalty envelopes to avoid the payment of postage on other than strictly official business is absolutely prohibited.

When an officer of the department writes to a private party on official business for information of value to the department he may inclose with his letter an official envelope properly addressed to himself to cover the reply.

Penalty envelopes or penalty labels must not be furnished merchants or others from whom articles are purchased for the delivery of such articles by transmission through the mails. Penalty envelopes must not be furnished by any officer or employee of the department to persons not in the employ thereof, or who are not officers of the Government, for transmission in the mails, free of postage, of any matter other than official information and indorsements relating thereto. Penalty envelopes addressed to the department, however, may be furnished to publishers to be used by them in transmitting copies of their publications for which no charge is made, when such publications contain official information necessary to the department. Penalty envelopes bearing a return address may also be supplied to persons in possession of public documents for use by them in returning such documents to the department.

109. YEARBOOK OF THE DEPARTMENT.- The Yearbook of the Department will contain the annual report of the Secretary, papers which are descriptive and educational in type, and suitable illustrations. The style, both of illustration and text, should be similar to that of a modern magazine.

110. DEPARTMENT SERIES OF BULLETINS (INCLUDING PROFESSIONAL PAPERS) AND SERIES OF REPORTS.- Department bulletins shall be popular or semi-technical descriptions or discussions of facts or conditions of importance to agriculture. Papers that are essentially for furthering agricultural propaganda and departmental policies will also be included:

(a) The "Professional Papers" series of the department bulletins shall contain those bulletins which present information in technical or professional language especially for the benefit of those engaged in highly specialized professions related to agriculture, such as baking, fruit packing, paper making, lumbering, cold storing, and the like.

(b) Papers for the Series of Reports of the office of the Secretary, shall be of value to agriculture and may include records of empirical data, statistical studies, and taxonomic investigations, which are not suitable for publication as Bulletins, Yearbook papers, or research articles.

111. PREPARATION OF MATERIAL FOR OUTSIDE PUBLICATION.-

Officers and employees of the department, when requested to do so, may be permitted to prepare for publication textbooks and similar publications upon special subjects connected with the work of the department. Work of this character should not be permitted to encroach upon the time, energy, and attention required by officers and employees for the effective prosecution of their departmental duties, whether in research, extension, or other work, and should be undertaken only after thorough consideration by the Advisory Committee on outside publications and approval by the Secretary. A definite outline of each such contemplated publication should be submitted to the Assistant Secretary by the chief of the bureau, with his recommendation. The Advisory Committee will report the results of its examination in each case to the Secretary.

The same procedure will govern the preparation of articles by officers or employees of the department on subjects relating to the work of the department which are intended for publication in outside journals and magazines, with this exception: Manuscripts of articles themselves must be submitted to the Assistant Secretary, through the chiefs of bureaus. He will determine whether or not it is necessary to refer them to the committee for consideration, and, if such reference is not deemed necessary will approve or disapprove their publication. This procedure should be followed whether or not compensation is expected, except that articles on strictly agricultural subjects of a purely local character prepared by the demonstration or other local agents of the department for the information and guidance of farmers in their respective districts may be published in county or other papers of restricted distribution, upon the approval of such articles by the District or State supervision officer. Such officer should not, however, permit the publication of any matter of a controversial nature or which does not strictly pertain to the work under his charge.

Books or articles prepared or proposed to be prepared by officers or employees of the department on subjects not related to the work of the department are not contemplated in the foregoing, and the same rules will govern the granting of permission to do such work as for doing other kinds of outside work (see paragraph 34 of these Regulations).

112. THE JOURNAL OF AGRICULTURAL RESEARCH. Papers for the Journal of Agricultural Research and its supplements shall be concise reports of the essential data and conclusions of original research of direct or indirect economic importance to agriculture. Historical introductions, as well as bibliographies, must be reduced as far as is consistent with clearness. In general an article should not be over 10 to 12 pages in length, and in no case should it exceed 50 pages.

115. OTHER SERIAL PUBLICATIONS.- The Experiment Station Record, the Monthly Weather Review, the North American Fauna of the Biological Survey, the Seed and Plant Introduction Inventory of the Bureau of Plant Industry, and the "Lists" of the Division of Publications are specialized serial publications and will be continued with such modifications as may be warranted from time to time by conditions within the department. With the exception of the above publications and the Weekly News Letter, the Departmental Circular, the Service and Regulatory Announcements, and those publications required by statute, all formal publications of the department are to be issued in the series as provided in these regulations. Office circulars and any special circulars, whether printed or mimeographed, should differ in make-up, either in size or color of paper, from the regular publications of the department. They should be numbered in inconspicuous type, and at least two copies forwarded to the Document Collection of the Main Library at the time the circular is issued.

116. FARMERS' BULLETINS.--Farmers' Bulletins shall be concise, simple, specific statements regarding subjects of interest to farmers; statements of specific directions for procedure of farm operations in modern farm practice are especially desired. These bulletins should be short, usually from 8 to 16 pages.

117. WEEKLY NEWS LETTER AND DEPARTMENTAL CIRCULAR.- The following rules shall be observed with respect to the Weekly News Letter and Departmental Circular:

(a) The Weekly News Letter shall be a weekly summary in popular form of the more important practical discoveries and recommendations of all bureaus and offices of the department, and also shall include sufficient additional matter relative to general policy, program and progress of work on projects to enable the average reader to utilize intelligently the facilities of the department. It shall be a medium for making announcements of important changes in policy or organization and of giving circulation to other matters of kindred nature, and is designed for all persons directly concerned in the work of the Department of Agriculture, particularly Crop Correspondents, and for those working in collaboration with the department. All matter for the Weekly News Letter shall, before being issued, have the approval of the chief of the bureau, division, or office in which the information originated, and of the Secretary. Each employee of the department will receive a copy.

(b) The Departmental Circular is issued as a convenient means of intercommunication of official information among the personnel of the Department of Agriculture. Its circulation, therefore, will be limited to those having official connection with the Department. It will be issued at the close of each business month. The circular will afford a convenient method: (a) for outlining departmental policies and interpreting new legislation and orders; (b) announcing projects and changes in projects, and outlining opportunities for cooperation in general projects; (c) publishing notices and reports of hearings, meetings, conferences, etc.; (d) making accessible for departmental use certain material hitherto published only in outside publications and not obtainable in answering correspondence; (e) issuing material designed to promote esprit de corps and to give each member of the personnel more complete knowledge of the general activities of the department. In many instances the circular can be used as a convenient substitute for issuing in large editions to employees circulars regarding administrative matters.

Material for publication in the circular will be prepared by the several bureaus, divisions and offices, and all material dealing with the activities of a bureau will be approved by that bureau and by the Secretary before insertion.

...and the following:

has voted and given all of Congress the benefit of their votes
: National Interest

[illegible][illegible]

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DATE 08-09-2001 BY SP-6 BJS/BJS

130. ADDITIONAL COPIES TO FOREIGN ADDRESSES. - In addition to the lists before mentioned, each bureau, division, and office may send to foreign countries monthly the number of publications set opposite its name in the following list, and requests that such a number of publications be forwarded will be honored by the Chief of the Division of Publications.

	Number per month.
Bureau of Animal Industry	75
Bureau of Biological Survey	15
Bureau of Chemistry	75
Bureau of Entomology	75
States Relations Service	75
Forest Service	125
Library (for library publications)	10
Bureau of Plant Industry	75
Office of Public Roads and Rural Engineering	30
Division of Publications	10
Bureau of Soils	75
Bureau of Crop Estimates	75
Office of Markets and Rural Organization	<u>150</u>
Total.....	865

An unused credit from one month may be carried over and used in the succeeding month. In case the publications are furnished by the bureaus and not taken from the stock of the Division of Publications, the method of procedure will be the same. The miscellaneous orders for the sending of publications shall be made out in duplicate and forwarded to the Division of Publications, where a record will be made of the number of publications sent, the date forwarded, and the postage required; the original copy shall be retained in the Division of Publications and the duplicate retained in the bureau or office concerned.

145. PROGRAM OF WORK.- Annually, after the passage of the appropriation bill, each bureau will be notified by memorandum to prepare and submit to the Secretary a Program of work covering its proposed activities during the ensuing fiscal year. This Program should be a clear and concise outline or working plan of the activities of the bureau.

In the formulation and presentation of project statements, it is important that each bureau, division, and office make as complete a separation as possible of its research, extension, and regulatory work. All active lines of work should be scheduled, including (1) the projects listed in the program for the preceding fiscal year and still in effect, (2) lines of work inaugurated since the preparation of the last Program which have received administrative approval, and (3) proposed new lines of work.

Project statements covering anticipated new work should first be presented in proper form (see paragraph 146 of these Regulations) for consideration and approval by the Secretary.

The titles of projects or subactivities which have been terminated during the preceding fiscal year should be listed on a separate sheet. The following directions should be followed in preparing the Program of Work:

The statements should be prepared on letter-sized typewriter paper. One copy will be sufficient.

Keep the pages flat; do not fold or roll.

All side headings (i. e., Object, Procedure, Cooperation, etc.) should be underscored.

The data should be in the following form: (1) the name of the bureau (or office); (2) the general character of the activity, that is, whether research, extension, or regulatory work; (3) the name of the project group; (4) the title of the subgroup, if any; and (5) the project title. This should be followed by a detailed statement for each project or subactivity under the various groups or subgroups. An example of the form in which the material should be presented follows:

Bureau: PLANT INDUSTRY.

Type of activity: RESEARCH.

Project group: POMOLOGICAL INVESTIGATIONS.

Subgroup: Viticultural Investigations.

Project title: Grape Investigations in Vinifera Regions.

Object.--

Procedure.--

Cooperation.--

Location.--

Date begun.--

Results.--

Probable date of completion.--

Assignment.--

Proposed expenditures, 1915-16.--

The following points should be kept in mind in preparing the Program:

Object.- The problem should be clearly but concisely outlined. Under this head, the title itself should be explained, if necessary to a clear understanding of the project.

Procedure.- This is a new heading, inserted in order that the method of approaching the problem defined under "Object" may be indicated. There should also be included here a succinct but informative statement of the plans for further work on the project.

Cooperation.- Indicate relations with other departments, bureaus, divisions, experiment stations, or other organizations, or with private parties; but intrabureau relationships need not be shown.

Location.- Avoid general statements. Name points in States where the work is being prosecuted, if not too numerous.

Results.- "Results" refers to what the work has yielded, particularly during the preceding year. References to published work are desirable, but the statements of results should not be limited to a citation of literature.

Probable date of completion.- If at all possible, give a definite date in each case. Avoid the use of such terms as "continuous," "indeterminate," or "indefinite" in the case of projects whose duration can be approximately forecasted.

Assignment.- Under this head give name of leader; also state number of employees engaged for full time and those for part time on the project.

Proposed expenditures.- Simply show the total estimated cost of each project. In case of details from another bureau, indicate in parentheses the amount involved and the name of the bureau.

In addition to indicating the cost of individual projects, show in the same manner the total amount estimated for each subgroup and each group.

(Note: Each bureau or office should prepare a separate statement showing allotment of funds (statutory and lump funds, including subappropriations) for each project, subgroup, and group. This statement will not form a part of the Program of Work but is desired for the purpose of checking up project allotments against the various appropriations and subappropriations.)

146. PROJECT STATEMENTS.--Each bureau should maintain in its own files project statements in considerably more detail than the presentation in the Program of Work, so that the data will be readily accessible whenever complete information in regard to a particular line of work is desired by the Secretary. An original project statement should contain the following data:

Bureau No.....

BUREAU: (Insert name of bureau, division, office, or board.)

TYPE OF ACTIVITY: (Indicate whether research, regulation, extension, or administration.)

PROJECT GROUP: (See example under paragraph 145 of these Regulations)

SUBGROUP: (See example under paragraph 145.)

NAME: (Title should be short and clearly indicative of the work covered.)

LEADERS: (Names of leader and principal assistants, if any.)

OBJECTS: (State briefly and clearly the purpose of the work. Do not confuse "objects" with "uses to be made of results" or with "procedure.")

PROCEDURE: (Here the method of approaching the problem defined under Objects should be concisely set forth. Where practicable, outline the plan for the entire period of time required to complete the work.)

COOPERATION: (Indicate cooperative relations with other departments, bureaus, divisions, experiment stations, or other organizations, and with private parties.)

LOCATION: (Mention town, county, and State, where practicable).

LEGAL AUTHORITY: (Give title of the general appropriation and quote the language of the specific clause of the appropriation bill covering this project.)

COST DATA: (Give estimated annual cost of project, stating the appropriation or subappropriation from which to be paid. If practicable, state also the approximate cost of the project carried to completion.)

HISTORY: (State briefly the history, if any, previous to date of this original memorandum.)

DATE SUBMITTED: (This refers to date on which the project statement is drafted and submitted to the Secretary for action.)

148. NEW LINES OF WORK.--Before undertaking any new project or line of work, a full outline of same in the form indicated in paragraph 146 should be submitted to the Secretary for consideration and approval.

150. INFORMATION REGARDING APPROPRIATIONS.--All requests for information regarding items to be attached to or included in the appropriation bill for the department for which no estimates have been made should be referred to the Secretary for careful consideration and appropriate action.

151. BUDGET STATEMENTS.- This is a form of project and financial statement intended primarily for use in presenting the work of the department to the agricultural committees of Congress. When required for this purpose due notification will be issued by memorandum from the Secretary's office. The material is prepared in November, following the completion of the estimates. It presents the work by lump-sum subappropriations, rather than on a basis of natural project divisions. Each subappropriation is treated in a separate statement, which comprises the following material:

(1) The language of the current appropriation and changes proposed in the new bill.

(2) A statement (by project divisions under the subappropriations, where feasible), showing the total lump-fund expenditures for the preceding fiscal year, proposed expenditures for the current year, and estimated expenditures for the following fiscal year.

(3) A classification of expenditures for the three-year period. The classification followed is shown in paragraph 152 of these regulations, except that statutory salaries are excluded and outstanding liabilities and reserve funds are included. This classification embraces the whole subappropriation; the individual projects thereunder are not treated separately.

(4) Personnel: A list of employees paid in whole or in part from the subappropriation, showing (a) name, (b) official title, (c) total salary and part time paid from this appropriation, (d) headquarters, and (e) brief statement of duties.

(5) Details under each project subdivision as follows: (a) Object, (b) procedure, (c) a table showing location (alphabetically arranged by States), cooperation, the specific nature of the work at each point, and estimated cost of each piece of work, (d) reasons for increase or decrease, including plans for further work, and (e) results.

153. STATEMENT OF EXPENDITURES.--As required by law, a detailed statement of expenditures of the Department of Agriculture for the preceding fiscal year is made to Congress at the beginning of each regular session. This statement will include payments up to and including August 31, and should be forwarded to the office of the Secretary not later than October 1.

This report consists, first, of a tabular statement covering the actual net expenditures under each account project for the preceding fiscal year, prepared in accordance with the classification outlined under paragraph 152. This classification should not include outstanding liabilities nor repayments to the credit of the appropriation. Every entry in the column "specified items not otherwise classified" should be explained by a footnote showing the character of the expenditure.

The tabular statement should be followed by "project statements," consisting of the following explanatory data in connection with each account project:

Total expenditures as above-----	-----
Outstanding liabilities Aug. 31 (estimated)-----	-----
Unexpended balance (estimated)-----	-----
Total allotment-----	-----

The sum of the total expenditures and the outstanding liabilities should then be distributed approximately among the several subactivities under each account project, and a brief statement made as to the character of the work under each subactivity.

154. DISPOSITION OF TRAVEL AUTHORIZATIONS.- Copies of all letters of authorization for travel, station, and field expenses shall be forwarded monthly by the various bureaus, independent offices, and divisions to the Office of the Secretary. This applies to general or specific letters of authorization issued from the Washington office and from district or field headquarters. The copies to be furnished should include every letter or memorandum which authorizes or defines objects of travel or limits travel, designates territory or points to be visited, specifies rates or per diem allowance in lieu of subsistence, or which contains other evidence necessary in the administrative examination of travel accounts.

Copies of all such papers will also be furnished quarterly to the disbursing office of the department for transmission to the Auditor for the State and other Departments for use in the auditing of accounts.

1. The first and most important principle is that the Government should be guided by the interests of the people. It should not be swayed by the interests of any particular class or group. It should be guided by the interests of the whole nation.

155. ANNUAL REPORT OF TRAVEL.- This report, which is submitted to Congress at the beginning of the regular session, will include all official travel from Washington to points outside of the District of Columbia during the preceding fiscal year, except such travel performed by special agents, inspectors, or employees who in the discharge of their regular duties are required constantly to travel. It will show-

- (1) The name of the traveler (surname, followed by initials);
- (2) The full title of the traveler;
- (3) The destination or destinations of such travel, followed, in parentheses, by the date or inclusive dates of the travel;
- (4) A succinct but informative statement of the object or work on account of which the travel was performed;
- (5) The total expense to the United States involved; and
- (6) The appropriation and subappropriation from which the expense has been paid.

The required data from each bureau, independent division, and independent office of the department will be submitted in triplicate, on forms supplied for the purpose, on or before October 20 of each year, to the office of the Secretary. To insure uniformity all bureau data should be typewritten (duplicate and triplicate in carbon), with black record ribbon, in elite type, and arranged alphabetically by names of travelers; each trip will be reported as a separate item, all trips by the same traveler to be arranged chronologically; but a separate sheet will be used for reporting, as a distinct group, travel charged to the appropriations of the reporting bureau performed by employees of other bureaus.

Bureau data will be reviewed in the Office of the Secretary and there assembled for transmission to Congress.

160. SANITATION OF BUILDINGS AND ROOMS.- The buildings and rooms occupied by the Department of Agriculture must be kept in a good sanitary and hygienic condition, free from dirt, dust, and refuse.

Spitting on floors is positively prohibited in all buildings of the Department and public drinking cups will be confiscated wherever found. Remnants of lunches must not be left in desks or thrown into waste baskets.

The Sanitary Inspector attached to the Office of the Secretary will make periodical inspections of the Department buildings and will report to the Chief Clerk of the Department any insanitary conditions he may find. Upon notice from the Chief Clerk the proper officer of the bureau concerned will take immediate steps to remedy the conditions reported.

171. SALE OF FARM PRODUCTS AT INSULAR EXPERIMENT STATIONS.--
Officials in charge of the insular experiment stations in Alaska, Hawaii, Porto Rico, and the island of Guam are authorized to sell such products as are obtained on the land and deposit the proceeds from such sales in the Treasury to the credit of miscellaneous receipts.

THE NEW YORK PUBLIC LIBRARY
ASTOR LENOX TILDEN FOUNDATION
455 FIFTH AVENUE
NEW YORK 17, N. Y.
1911

191. COPIES OF DEPARTMENT RECORDS. - Unless the interests of the public service require otherwise, a copy of any record of the Department of Agriculture shall be furnished upon request.

If desired for use otherwise than on behalf of the United States, the copy of a record which has not been published for the information of the public shall not be furnished unless the person requesting the same state in writing the purpose for which it is to be used or unless a rule of court be obtained. Whenever there is doubt whether circumstances or conditions make it necessary for the department, in the interest of the public service, to decline to furnish the copy, upon application to him, the Solicitor shall advise the chief of the branch of the department having custody of the record, and when there is no doubt, such chief shall cause a correct copy to be prepared and send it to the Office of the Secretary for authentication.

When a request is received for an authenticated copy of a record of the department which has been published for the information of the public, such as a climatological, meteorological, or similar record of the Weather Bureau, the chief of the branch of the department having custody thereof shall cause a correct copy to be prepared and send it to the Office of the Secretary for authentication. In the case of the Weather Bureau, however, copies of all records for use as evidence in litigation or otherwise will be certified by the Chief Clerk of the Department who will subscribe thereto the name of the Secretary of Agriculture and affix the seal of the department.

Whenever application is made to any employee of the department to produce a department record in any judicial proceeding, or to testify to any fact included therein, the employee shall advise the applicant how he may obtain an authenticated copy and direct attention to section 882 of the Revised Statutes, which is as follows:

"Copies of any books, records, papers, or documents in any of the executive departments, authenticated under the seals of such departments, respectively, shall be admitted in evidence equally with the originals thereof."

197. **MOTION PICTURES.**-- When the chief of any bureau believes that motion pictures showing the activities of the bureau would be instructive and useful to the public, he should submit a project or scenario of the proposed picture to the committee on motion picture activities for consideration. If the making of such pictures is recommended by the committee and approved by the Secretary, the work will be taken up by the section of illustrations in the Division of Publications.

In order to promote economy and efficiency, the following rules will be strictly observed:

(a) No motion picture work will be undertaken until a definite and complete scenario has been submitted and approved and time given to the photographic laboratory to study the scenario from the photographic standpoint.

(b) Before any motion picture is taken, the scientist in charge of the subject shall go over the ground with the photographic director and definitely map out the scenes.

(c) In matters of photography, the opinion of the photographic director as to the feasibility of taking the subject, proper lighting, etc., shall be final.

(d) So far as practicable, scenes not essentially related to a special region should be staged in or about Washington, where facilities exist for the more effective and economical setting of the scenes.

(e) Films should be nonsectional, with the idea that they will be of service to the entire department, in so far as these objects can be achieved without interference with the specific educational purpose of the films.

The expense for material and travel will be borne by the bureau for which the pictures are made, and where funds permit each bureau should supply enough positive film to print an extra copy for the department collection. The department's collection of positive film is to be kept in the section of illustrations for exhibition purposes at the department and, when approved by the Secretary, for emergency use.

The bureaus and independent offices shall refrain from purchasing motion picture cameras and shall purchase motion picture projectors only with the consent of the Committee on Motion Picture Activities and with the approval of the Secretary.

197. The Commission has been informed that the Government of the United States has been requested to provide information regarding the activities of the American people in the United States and abroad, in order to assist the Commission in its work. The Commission has been informed that the Government of the United States has been requested to provide information regarding the activities of the American people in the United States and abroad, in order to assist the Commission in its work. The Commission has been informed that the Government of the United States has been requested to provide information regarding the activities of the American people in the United States and abroad, in order to assist the Commission in its work.

199. PURCHASE, MAINTENANCE, REPAIR AND OPERATION OF MOTOR-PROPELLED OR HORSE-DRAWN PASSENGER-CARRYING VEHICLES.- The chief of each bureau, division, and office of the department shall submit annually to the Office of the Secretary on or before May 15 estimates of the amounts required to be expended during the ensuing fiscal year for the purchase of motor-propelled or horse-drawn passenger-carrying vehicles, and for the maintenance, repair and operation of such vehicles. There should also be included in the statement of expenditures, required by paragraph 153 of these regulations to be forwarded annually to the Office of the Secretary not later than October 1, and in the estimates of appropriations for the succeeding fiscal year, required by paragraph 149 of these regulations to be submitted to the Office of the Secretary annually not later than September 20, respectively, statements of the amounts expended and estimated for the purchase, maintenance, repair and operation of motor-propelled and horse-drawn passenger-carrying vehicles.

In preparing the statements required by this paragraph information should be furnished only with respect to "passenger-carrying vehicles," that is, vehicles used primarily for the transportation of persons. Information regarding vehicles used primarily for the transportation of commodities, such as drays or trucks, or with respect to saddle horses, should not be included.

Statements of expenditures or of estimates for the "maintenance, repair and operation" of vehicles should include all expenses necessary for the use of the vehicles, such as, in the case of horse-drawn vehicles, expenditures for horses, harness, repairs to harness, forage, shoeing of horses and the like, and, in the case of motor-propelled vehicles, tires, gasoline, carbide, lubricating oil, repairs, new parts and the like. Expenses for the hire of either motor-propelled or horse-drawn passenger-carrying vehicles by the month, or year, or continuously by the trip should also be included. Expenses authorized by sections (a), (e) and (j) of paragraph 78 of the Fiscal Regulations, should not be included.

Employees traveling on official business, in general, will use means of public conveyance, but when traveling to points not readily accessible by railway, steamboat or other means of conveyance, employees may be authorized to hire special conveyance in accordance with section (j) of paragraph 78 of the Fiscal Regulations, or to use their own vehicles. When permitted to use their own vehicles, letters of authorization should be drawn so as to provide for reimbursement of the employees only at such rates per mile for the use of motor-propelled vehicles, or at such rates per day for horse-drawn vehicles, as will not exceed the actual cost of operating the vehicles.

200. PROCEDURE IN PERSONNEL MATTERS WHICH ORIGINATE IN THE BUREAUS.- Official misconduct on the part of an officer or employee, which, in the opinion of the chief of the bureau concerned, merits no administrative action other than a bureau reprimand, shall be dealt with exclusively by the bureau involved. In such cases the reprimand shall be made a matter of record in the bureau for consideration in connection with the efficiency ratings or subsequent discipline for further misconduct.

Official misconduct on the part of an officer or employee, which, in the opinion of the chief of the bureau concerned, merits disciplinary action by the Secretary, shall, after careful investigation by the bureau, be reported to the Secretary, accompanied by all papers in the case and a recommendation as to appropriate action. If the bureau has not adequate facilities for investigating such cases, all papers pertaining thereto shall be transmitted to the Office of the Secretary with request that the matter be investigated. The report on such investigation shall be referred to the bureau for consideration and recommendation before action is taken thereon. If the facts in any case warrant the filing of charges, or other disciplinary action, the necessary papers shall be prepared at the direction of the Secretary and transmitted to the officer or employee in question through the chief of the bureau concerned. When the answer to charges has been received, the entire record shall be reviewed and appropriate action taken by the Secretary. When deemed necessary, the advice and recommendation of the Solicitor shall be sought before final decision is reached.

No recommendation that an employee be suspended without pay pending investigation shall be approved unless it appears that the retention of the employee in a duty status during the investigation will be detrimental to the maintenance of discipline or prejudicial to a complete investigation.

201. TRANSFER OF FUNDS.- No transfer of funds between items included within the appropriation for general expenses of any bureau, division, or office shall be made, except in cases of emergency, and then only after there has been submitted to, and approved by the Secretary, a specific recommendation of the chief of the bureau, division, or office concerned, setting forth in detail the reasons why the transfer is needed. In submitting recommendations for the transfer of funds it should be borne in mind (1) that transfers may be made to and from only those items which are included within the appropriation for general expenses of the bureau, division, or office; (2) that no such item may be decreased, under any circumstances, by more than 10 per cent of its total; and (3) that no such item can be increased, except in cases of extraordinary emergency by more than 10 per cent.

The transfer provision as included in recent agricultural appropriation acts does not authorize the transfer of any part of an appropriation to or from one bureau, division, or office to another bureau, division, or office, and, while it permits the increase of an item included within an appropriation for general expenses, in the discretion of the Secretary, by more than 10 per cent in cases of extraordinary emergency, it does not authorize the decrease of such an item by more than 10 per cent under any circumstances.

Whenever transfers are permitted during a fiscal year, this fact must be taken into consideration in preparing the estimates for the next fiscal year, and, if the conditions requiring the transfer are likely to continue to exist, the funds shall be transferred in the estimates, in order to avoid the necessity of making transfers during the next fiscal year.

202. EMPLOYEES FORBIDDEN TO SPECULATE IN COTTON.--Officers and employees of the department who may be in any way connected with the administration of the United States Cotton Futures Act (38 Stat.693) are forbidden, either directly or indirectly (1) to deal in, or to have or acquire any interest in, any contract for the purchase or sale of cotton for future delivery; (2) to deal in, or to have or acquire any interest in, any spot cotton, without the previous consent of the Secretary secured upon application submitted through the chief of the bureau, division, or office in which the applicant is employed; and (3) to use for other than official purposes, or to disclose or to authorize, aid, or assist in disclosing, to any person or persons, other than officers or employees of the department authorized to receive the same in the line of their official duties, any confidential information voluntarily furnished to the department, in the course of the administration of the said Act except that such information may be given out to the public by authorized officers of the department for such purposes, to such extent, in such manner, and at such times as may not be at variance with the terms upon which the same was furnished.

203. SALE AND EXCHANGE OF ANIMALS AND ANIMAL PRODUCTS:-

Such animals and animal products as cease to be needed in the work of the department may be sold in the open market or exchanged for other live stock, and all moneys received from the sale of such animals or animal products or as a bonus in the exchange of the same shall be deposited in the Treasury as miscellaneous receipts.

204. EMPLOYEES OF THE FOREST SERVICE MAY BE DETAILED TO ACT AS SPECIAL DEPUTY FISCAL AGENTS.-Clerks, officers, or other employees of the Forest Service may be temporarily detailed to the office of the District Fiscal Agent, as Special Deputy Fiscal Agents, under the direction and subject to the supervision of the District Fiscal Agent, for the purpose of making cash payments to fire fighting crews, such Special Deputy Fiscal Agents to furnish bonds in the sum of five thousand dollars each, drawn in favor of the United States. Such bonds shall be filed in the office of the Forester.

205. USE OF WASTE PAPER BASKETS.-Employees should refrain from placing in waste paper baskets fragments of luncheon or any other substance except waste paper. Chief Clerks of the various bureaus, divisions, and offices will provide metal receptacles for fragments of luncheon and also separate receptacles for broken glass, empty tin cans, and other waste material of similar character.

206. PAPERS SUBMITTED FOR PUBLICATION .- Bureau chiefs should submit for publication from their bureau only papers which are in accordance with the general policy that papers issued by the department, whether of a propaganda, a descriptive, or an investigational character, shall possess definitely constructive value in relation to the essential problems of agriculture, incident to the improvement of agricultural conditions.

1. The first step in the process of the investigation is the identification of the problem. This is done by the investigator who is responsible for the investigation. The investigator will identify the problem and then will determine the scope of the investigation. The investigator will then determine the objectives of the investigation and will then determine the methods of the investigation. The investigator will then determine the results of the investigation and will then determine the conclusions of the investigation. The investigator will then determine the recommendations of the investigation and will then determine the actions of the investigation. The investigator will then determine the follow-up of the investigation and will then determine the final report of the investigation.

207. RETURN OF MANUSCRIPTS AND PROOFS TO THE DIVISION OF PUBLICATIONS.- Immediate consideration shall be given by chiefs of bureaus, divisions and offices to all manuscripts or proofs referred to them for examination and they should return same to the Division of Publications WITHIN THREE DAYS after their receipt, with their recommendations or criticisms.

208. THE MONTHLY CROP REPORT.- The Monthly Crop Report of the Bureau of Crop Estimates will contain data relating to agriculture, including estimates of acreage, condition, yield, production, and prices and value of crops and live stock, in the form of tabular statements and such text summaries and comments as are necessary for their interpretation.

THE UNIVERSITY OF CHICAGO
LIBRARY
540 EAST 57TH STREET
CHICAGO, ILL. 60637
U.S.A.

209. COVERS FOR PUBLICATIONS.- Excepting such publications as the Committee on Examination of Manuscripts may consider to be ephemeral in nature, Department Bulletins and Farmers' Bulletins of 32 pages or over shall carry covers of rope manila No. 419. If in the opinion of the Committee, any bulletin of less than 32 pages deserves a cover for some special reason, it may present the matter to the Secretary or to the Assistant Secretary for decision.

1. The first part of the paper discusses the importance of the study of the history of the United States.

2.

The second part of the paper discusses the importance of the study of the history of the United States.

210. REFERENCE LISTS.- In order to facilitate the use of different publications of the department upon related subjects, occasional classified reference lists, consisting of number, title, and a single descriptive sentence for each bulletin, will be issued in both the Farmers' Bulletin series and the Department bulletin series. These reference lists shall be classified broadly according to subject, and where practicable, the group or section which is germane to the subject of a bulletin shall be reprinted on the back cover or upon blank pages.

211. COLLEGE DEGREES IN EXAMINATIONS.- In the preparation of tentative subjects, weights and prerequisites as conditions of civil service examinations, in connection with the establishment of new registers, college degrees shall not be established as unqualified prerequisites for admission to competitive examinations relative to positions in the classified civil-service of the department except in cases where the positions to be filled, like that of veterinary inspector, are of such scientific or technical character that both the chief of the bureau, division, or office concerned and the Assistant Secretary consider college degrees to be essential. In all other cases in which college degrees are required, alternative requirements of experience in line with the work of the positions to be filled shall be made.

111. COLLEGE TEACHERS IN SENIORITY. - In the preparation of tentative subjects, weights and percentages as indicated in 107, review examinations, as commensurate with the attainment of new registrars, college degrees shall not be considered as qualifications for admission to competitive examinations relative to positions in the classified civil-service of the Department except in cases where the positions to be filled, like that of veterinary inspector, are of such scientific or technical character that the chief of the Bureau, Division, or office concerned and the Assistant Secretary consider college degrees to be essential. In all cases where in which college degrees are required, alternative requirements of experience in line with the work of the positions to be filled shall be made.

File Co
PLEASE RETURN TO THE

(Amendment No. 1 to Administrative Regulations.)

SECRETARY'S FILE ROOM.

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY,

WASHINGTON, D. C.

JULY 1, 1915.

MEMORANDUM NO. 143.

AMENDMENTS TO ADMINISTRATIVE REGULATIONS.

The paragraphs and sections of paragraphs of the Administrative Regulations of this Department, as adopted July 1, 1914, identified by numbers and letters, respectively, as set out below, are hereby amended so as to read as follows, and additional regulations set out in paragraphs numbered 199 to 211, inclusive, are hereby promulgated, all effective July 1, 1915:

1. Appointments.—Except temporary assistants and laborers outside of Washington, employed, subject to civil-service rules, under letters of authority, every person entering the service of the department will be appointed by the Secretary at a specified single rate of compensation. No appointment shall contain any provision for additional compensation. No appointment, promotion, demotion, or transfer of any person employed in the city of Washington shall be made effective, nor shall any person appointed for service in the city of Washington be allowed to enter upon performance of his duties, until a written recommendation from the chief of bureau where such action shall have been approved by the Secretary. All appointments shall be subject to civil-service rules. Recommendations for appointments, promotions, demotions, transfers, or other actions affecting the status of employees should be transmitted directly to the office of the Secretary.

2. Oath of Office.—In all cases of original appointment, promotion, demotion, or transfer from one position to another, on the statutory roll, or of original appointment on a lump-fund roll, or of a transfer from the statutory roll, of one bureau to the lump-fund roll of another bureau, an oath of office must be executed and filed with the bureau before the first payment will be made. An employee performing continuous service in the same bureau will not be required to take an additional oath of office in case of his promotion, demotion, transfer from one lump-fund roll to another, transfer from statutory to a lump-fund roll, or reassignment or other change of status on a lump-fund roll.

Oaths of office, when required, must be taken without expense to the United States. They may be taken before any officer having an official seal, with authority to administer oaths either under United States statutes or local municipal law, and must be properly certified under the hand and seal of such officer. Oaths of office may also be taken before the chief clerk of the department or the chief clerk of any bureau or statutory division thereof in Washington, D. C., provided the chief clerk be one who occupies a statutory position.

Forest guards and other remotely situated employees of the department receiving compensation from lump-fund appropriations are authorized to subscribe to the oath of office before a forest ranger or other commissioned employee of the department when the services of an officer authorized to administer oaths are not available. In every such case a statement of the facts must be made on the form by the certifying employee. Oaths of office, declarations, or statement sheets of remotely situated employees shall be forwarded to the appointment clerk of the department as soon as possible after execution.

6. Rates of Compensation.—The following rules should be observed whenever the necessity arises for recommending appointments under lump-fund appropria-

tions for service either in or out of the city of Washington and in payment of salaries from such appropriations:

(a) No person shall be appointed at a per annum rate of salary in excess of \$4,500.

(b) No person shall be appointed at a monthly rate of salary which, if continued 12 months, would in that period aggregate more than \$4,500. In no case shall the monthly rate exceed \$375.

(c) No person shall be appointed at a per diem rate of salary which, if continued through a year, would in that period aggregate more than \$4,500. As it is essential to have per diem rates expressed in round numbers, the maximum per diem rates shall in no case exceed \$12.50.

(d) Excepting expenses of travel of employees on lump-fund rolls incident to reporting for duty, provided for in paragraph 11 of the Fiscal Regulations, no person appointed at an annual or monthly salary shall receive in addition as compensation any allowance for subsistence, or for team hire, or other expenses of transportation.

(e) No person shall be appointed at a per hour salary except in extraordinary cases.

9. Temporary Appointments.—Persons should not be employed in the department for temporary service unless at the time the appointment is made it is contemplated that the services of the employee will be required merely for a temporary period. Whenever it appears that services of employees will be required continuously, recommendations should be made not for temporary but for permanent appointments. Unless terminated by the Secretary upon recommendation of the chief of the bureau prior to the date of its expiration, or unless authority shall have been secured from the Civil Service Commission for its extension, each temporary appointment in the city of Washington which is limited by the commission to a specific period will be terminated on the date of expiration. Written notices of the dates of expiration of each such temporary appointment shall be sent by the appointment clerk

to the branch of the department in which the employee is serving at least 10 days prior to the date of the expiration of the appointment.

12. Communications to the Civil Service Commission.—Requests to the Civil Service Commission for certificates for appointments, including transfers, promotions, demotions, and reinstatements, shall be prepared in the office of the appointment clerk upon recommendations addressed by the chiefs of the various bureaus, offices, or divisions to the Secretary and transmitted through his office. Letters to the Civil Service Commission regarding appointments and other matters concerning the personnel of the department, other than those relating exclusively to routine matters, may be prepared for the signature of the Secretary by the committee on civil service relations, or by the bureau, division, or office concerned, and transmitted to the commission through the appointment clerk.

13. Inspection and Return of Examination Papers.—No inspection of examination papers of eligibles certified by the Civil Service Commission is permitted except for the purpose of selecting an appointee, and chiefs of bureaus and other officers or employees having occasion to inspect such papers under these circumstances must treat the same as confidential and are prohibited from making copies of any of the questions contained therein. Reports on all certifications for nonscientific positions must be made within four days after their receipt, and within one week after their receipt in the case of certifications for scientific positions.

20. Committee on Efficiency.—There shall be in each bureau, independent division, office, and board a committee on efficiency, appointed by the Secretary, consisting, in the case of the Weather Bureau, of not more than five members, and in every other case of not more than three members, to consider the semiannual efficiency reports and other pertinent facts and determine the relative standing of all clerks and employees below the grade of clerk.

The term of service of the chairman of each committee shall be indeterminate, but the other members shall serve one year only. In the case of the Weather Bureau, the terms of service of two members, and in every other case the term of service of one member, shall expire on January 31 and on July 31 of each year. On or before each of these dates, the chief of each bureau, independent division, office, and board shall submit to the Secretary the names of representatives to take the places of the members whose terms expire, together with full statements regarding the qualifications of each representative for service on the committee. No person shall be eligible for reappointment on any committee within one year from the termination of his (or her) last period of service.

21. Efficiency Register.—A tabulation of the information contained in the semiannual efficiency reports will be prepared in each bureau by the bureau committee, and submitted to the chief of bureau for approval. These registers shall be retained in the bureaus and copies filed in the office of the Secretary before June 30 and December 31, respectively.

26. Promotion of Scientific Employees.—A committee shall be established in each scientific bureau, division, and office for the purpose of considering, at the beginning of each fiscal and calendar year, and at other intervals when necessary, all recommendations for the promotion of scientific employees made by heads of subordinate offices, and to look into the status of all other scientific employees with a view of recommending the promotion of those deserving.

Each bureau will promulgate necessary regulations and maintain such records as will enable the committee to have before it data to enable it to act intelligently.

All recommendations to the Secretary for the promotion of such employees should be included in one letter, devoting a separate page to each employee, which should contain the following points in some detail: Present and proposed

salary of employee; nature of duties; training and experience; length of service in department and date of last promotion; list of important bulletins and other publications prepared by employee, if any.

The present and proposed salary should also be shown as a side heading opposite each recommendation, and the letter should conclude with a tabulated summary giving the information called for by the following headings: Name, present salary, length of time since last promotion, salary recommended, amount of increase, name of appropriation.

34. Work for Private Individuals, Firms, etc.—No officer or employee employed continuously on work of the department shall perform or be engaged upon any work for private individuals, firms, companies, corporations, or institutions without the written consent of the Secretary, first had and obtained through the chief of the bureau, office, or division in which said officer or employee serves. Permission to officers or employees of the department to engage in outside work will not be granted—

(a) If the outside work, or any of it, is to be performed during official hours. The practice of taking annual leave intermittently or by hours or days in order to do outside work is discouraged, the main purpose of annual leave thereby being defeated.

(b) If the efficiency of the employee may be impaired by the performance of the outside duties, i. e., where the outside duties are of such an onerous or fatiguing nature as to injure the health of the employee or prevent him from doing his best work during official hours.

(c) If the work to be done in a private capacity may be construed by the public to be the official acts of the department.

(d) If the business connections to be established or the property interests to be acquired may result in a conflict between the private interests of the employee and his (or her) official duties, or tend to bias his (or her) judgment.

(e) If the doing of such work may involve the use of information secured as the result of employment in the department to the detriment of the public service.

(f) If such employment may tend to bring criticism upon, or cause embarrassment to, the department.

47. Sundays and Legal Holidays.—Sundays and holidays, whether for the whole or part of a day, at the beginning or end of a period of any kind of leave, or within a period of annual leave, will not be counted as leave, but those which occur within a period of sick leave or leave without pay will be counted. An employee who is granted leave without pay for a given period and returns to duty prior to the expiration of said leave is not entitled to pay for any day prior to the day on which he actually reports for duty.

55. In General.—Employees outside of the city of Washington may, in the discretion of the Secretary of Agriculture, be granted leave of absence not to exceed 15 days in any one year, which leave may in exceptional and meritorious cases, where such an employee is ill, be extended, in the discretion of the Secretary of Agriculture, not to exceed 15 days additional in any one year.

Leave of absence will not be allowed temporary employees outside of the city of Washington for the first two months of service; but thereafter leave of absence may be granted to such employees, if appointed by the Secretary, at the rate of $1\frac{1}{4}$ days per month, computed from the beginning of the third month.

62. Distribution of Leave.—In no case shall administrative officers recommend or approve the granting of annual leave when to allow it will cause embarrassment to the service; and annual leave should be distributed or allotted to employees, if necessary, in the months when the work of the office will be least affected.

(a) Employees who are members of the National Guard of the District of Columbia shall be granted leave of absence from their respective duties without loss of pay

or time on all days of service which the said National Guard, or any portion thereof, may be required to perform by the commanding general.

(b) Employees who are members of the United States Naval Reserve, or of the National Guard or Naval Militia of any State, shall not be allowed, on account of service in such organizations, annual leave in addition to that authorized by paragraph 50 of these regulations.

72. Only Regularly Practicing Licensed Physicians.—As a rule certificates of sickness will be accepted from none but regularly practicing physicians, licensed according to law. In unusual cases, however, certificates of other practitioners may be submitted. The sufficiency of such certificates shall be determined by the chief clerk of the department.

75. Sick Leave for Less Than One Day.—Absence on account of sickness for less than one day shall be charged against annual leave. But if the illness extends over the following day or longer, the fractional absence on the first day may be included in the sick leave granted.

98. Preparation of Letters for Signature of Secretary; General Style.—All letters for the signature of the Secretary or Acting Secretary should be prepared on embossed letterheads, written in elite type, with black-copy-blue ribbon, and care should be taken to see that the finished letter is neat, accurate, and well-balanced in every respect. A margin of an inch and a quarter should be allowed on each side and at the bottom. If the letter covers an entire page, the address should begin an inch below the seal; but, if it is comparatively short, more space may be allowed between the seal and the address. The date should be centered half an inch below the word "Washington." The month should not be abbreviated and figures used for the day, as "July 17, 1914." Paragraphs should be indented seven spaces and double-spacing should be used in all cases excepting quotations.

Each page other than the first should be numbered in the center, 1 inch from the top and three single spaces

from the first line, the number being preceded and followed by a dash, thus:

—2—

but neither the date nor the name, initials, or title of the party to whom the letter is addressed should appear thereon. If there are inclosures accompanying the letter, that fact should be indicated by the word "Inclosures" in parentheses on the left side of the last page. The inclosures should not be listed, but the number may be indicated, thus: (2 Inclosures).

All letters should be written in an impersonal style and the use of the pronouns "I," "me," and "my" should be avoided as far as practicable.

All communications to heads of departments shall be prepared for the signature of the Secretary or Acting Secretary. If a letter is received from an Acting Secretary or Assistant Secretary of any department, the reply thereto should be addressed to the Secretary of that department and not to the Acting Secretary or Assistant Secretary who signed the letter.

99. Forms of Salutation and Conclusion.—The following forms of salutation and conclusion should be used in letters prepared for the signature of the Secretary or Acting Secretary, with punctuation, indentation, and spacing exactly as indicated:

[President.]

The PRESIDENT:

I have the honor to acknowledge receipt of your letter of July 17, in reference, etc.

Respectfully,

Secretary.

The PRESIDENT,

The White House.

[Heads of Departments.]

The Honorable the SECRETARY OF COMMERCE.

SIR:

Respectfully,

Secretary.

[Senators.]

HON. JOHN SMITH,
United States Senate.

DEAR SENATOR SMITH:

Very truly yours,

Secretary.

[Representatives.]

HON. JOHN SMITH,
House of Representatives.

DEAR MR. SMITH:

Very truly yours,

Secretary.

[Chairmen of committees, United States Senate.]

NOTE.—This form should be used only when the Senator is addressed regarding a committee matter in his capacity as chairman of the committee; in all other cases, the form given above should be used.

HON. JOHN SMITH,
Chairman, Committee on Appropriations,
United States Senate.

DEAR SENATOR SMITH:

Very truly yours,

Secretary.

[Chairmen of committees, House of Representatives.]

NOTE.—This form should be used only when the Representative is addressed regarding a committee matter in his capacity as chairman of the committee; in all other cases, the form given above should be used.

HON. JOHN SMITH,
Chairman, Committee on Interstate
and Foreign Commerce,
House of Representatives,

DEAR MR. SMITH:

Very truly yours,

Secretary.

(The Civil Service Commission.)

The Honorable the PRESIDENT OF THE U. S. CIVIL SERVICE COMMISSION.

SIR:

Respectfully,

Secretary.

(Commissioners of the District of Columbia.)

The Honorable the PRESIDENT OF THE BOARD OF COMMISSIONERS,

Washington, D. C.

SIR:

Respectfully,

Secretary.

(Governors of States and Territories.)

Hon. JOHN SMITH,

Governor of Virginia, Richmond, Va.

SIR:

Respectfully,

Secretary.

(Other State Officials.)

Hon. JOHN SMITH,

State Food and Dairy Commissioner,

Boise, Idaho.

SIR:

Respectfully,

Secretary.

(Presidents or Deans of Agricultural Colleges.)

PRESIDENT (or Dean) JOHN SMITH,
Michigan Agricultural College,
East Lansing, Mich.

DEAR PRESIDENT (or Dean) SMITH:

Very truly yours,

Secretary.

(Directors of Agricultural Experiment Stations.)

(Where the Director of an Experiment Station is also Dean of the College of Agriculture, he should be addressed as above; where he holds only the title of Director of the Experiment Station, he should be addressed as follows):

MR. (Dr. or Prof.) JOHN SMITH,
Director of the Michigan Agricultural
Experiment Station, East Lansing, Mich.

DEAR MR. (Dr. or Prof.) SMITH:

Very truly yours,

Secretary.

(Individuals.)

MR. JOHN SMITH,
Bankers' Trust Company, Traer, Iowa.

DEAR SIR:

(If the letter which is being answered clearly indicates that the addressee is personally known to the Secretary or Acting Secretary, as the case may be, the salutation should be "Dear Mr. Smith".)

Very truly yours,

Secretary.

MRS. (or Miss) JOSEPHINE M. SMITH,
117 Girard Avenue, Philadelphia, Pa.

DEAR MADAM:

(If the letter which is being answered clearly indicates that the addressee is personally known to the Secretary or Acting Secretary, as the case may be, the salutation should be "Dear Mrs. (or Miss) Smith".)

Very truly, yours,

Secretary.

(Firms.)

DENVER STORAGE COMPANY,
1330 Marine Bank Building, Chicago, Ill.

GENTLEMEN:

Very truly yours,

Secretary.

100. Initialing of Letters for Secretary's Signature.—Letters prepared in the various bureaus, divisions, and offices of the department for the signature of the Secretary or Acting Secretary should bear the initials of the chief or acting chief of the bureau, division, or office concerned, written in copying ink or indelible pencil in the upper left-hand corner, but no other initials should appear thereon.

103. With Territorial Officials, Diplomatic Officials, etc.—All official communications or reports from or to executive officers of the Territories and Territorial possessions of the United States and all official communications or reports relating to Territorial matters from and to all executive officers of the United States stationed in such Territories and Territorial possessions must be transmitted through the Secretary of the Interior, except as to Porto Rico and the Philippine Islands, which are under the jurisdiction of the Secretary of War. All official communications with diplomatic and consular officers in the United States and in foreign countries must be through the Secretary of State.

104. Use of Penalty Envelopes.—Penalty envelopes containing official matter must bear the words "Official Business" to entitle them to free transportation in the mails. The use of penalty envelopes to avoid the payment of postage on other than strictly official business is absolutely prohibited.

When an officer of the department writes to a private party on official business for information of value to the

department he may inclose with his letter an official envelope properly addressed to himself to cover the reply.

Penalty envelopes or penalty labels must not be furnished merchants or others from whom articles are purchased for the delivery of such articles by transmission through the mails. Penalty envelopes must not be furnished by any officer or employee of the department to persons not in the employ thereof, or who are not officers of the Government, for transmission in the mails, free of postage, of any matter other than official information and indorsements relating thereto. Penalty envelopes addressed to the department, however, may be furnished to publishers to be used by them in transmitting copies of their publications for which no charge is made, when such publications contain official information necessary to the department. Penalty envelopes bearing a return address may also be supplied to persons in possession of public documents for use by them in returning such documents to the department.

109. Yearbook of the Department.—The Yearbook of the department will contain the annual report of the Secretary, papers which are descriptive and educational in type, and suitable illustrations. The style, both of illustration and text, should be similar to that of a modern magazine.

110. Department Series of Bulletins (Including Professional Papers) and Series of Reports.—Department bulletins shall be popular or semitechnical descriptions or discussions of facts or conditions of importance to agriculture. Papers that are essentially for furthering agricultural propaganda and departmental policies will also be included.

(a) The "Professional Papers" series of the department bulletins shall contain those bulletins which present information in technical or professional language especially for the benefit of those engaged in highly specialized professions related to agriculture, such as baking, fruit

packing, paper making, lumbering, cold storing, and the like.

(b) Papers for the Series of Reports of the office of the Secretary shall be of value to agriculture and may include records of empirical data, statistical studies, and taxonomic investigations which are not suitable for publication as Bulletins, Yearbook papers, or research articles.

111. Preparation of Material for Outside Publication.—Officers and employees of the department, when requested to do so, may be permitted to prepare for publication textbooks and similar publications upon special subjects connected with the work of the department. Work of this character should not be permitted to encroach upon the time, energy, and attention required by officers and employees for the effective prosecution of their departmental duties, whether in research, extension, or other work, and should be undertaken only after thorough consideration by the Advisory Committee on outside publication and approval by the Secretary. A definite outline of each such contemplated publication should be submitted to the Assistant Secretary by the chief of the bureau, with his recommendation. The Advisory Committee will report the results of its examination in each case to the Secretary.

The same procedure will govern the preparation of articles by officers or employees of the department on subjects relating to the work of the department which are intended for publication in outside journals and magazines, with this exception: Manuscripts of articles themselves must be submitted to the Assistant Secretary, through the chiefs of bureaus. He will determine whether or not it is necessary to refer them to the committee for consideration, and, if such reference is not deemed necessary, will approve or disapprove their publication. This procedure should be followed whether or not compensation is expected, except that articles on strictly agricultural subjects of a purely local character prepared by the demonstration or other

local agents of the department for the information and guidance of farmers in their respective districts may be published in county or other papers of restricted distribution, upon the approval of such articles by the district or State supervision officer. Such officer should not, however, permit the publication of any matter of a controversial nature or which does not strictly pertain to the work under his charge.

Books or articles prepared or proposed to be prepared by officers or employees of the department on subjects not related to the work of the department are not contemplated in the foregoing, and the same rules will govern the granting of permission to do such work as for doing other kinds of outside work. (See par. 34 of these regulations.)

112. The Journal of Agricultural Research.—Papers for the Journal of Agricultural Research and its supplements shall be concise reports of the essential data and conclusions of original research of direct or indirect economic importance to agriculture. Historical introductions, as well as bibliographies, must be reduced as far as is consistent with clearness. In general an article should not be over 10 to 12 pages in length, and in no case should it exceed 50 pages.

115. Other Serial Publications.—The Experiment Station Record, the Monthly Weather Review, the North American Fauna of the Biological Survey, the Seed and Plant Introduction Inventory of the Bureau of Plant Industry, and the "Lists" of the Division of Publications are specialized serial publications and will be continued with such modifications as may be warranted from time to time by conditions within the department. With the exception of the above publications and the Weekly News Letter, the Departmental Circular, the Service and Regulatory Announcements, and those publications required by statute, all formal publications of the department are to be issued in the series as provided in these regulations. Office

circulars and any special circulars, whether printed or mimeographed, should differ in make-up, either in size or color of paper, from the regular publications of the department. They should be numbered in inconspicuous type, and at least two copies forwarded to the document collection of the main library at the time the circular is issued.

116. Farmers' Bulletins.—Farmers' Bulletins shall be concise, simple, specific statements regarding subjects of interest to farmers; statements of specific directions for procedure of farm operations in modern farm practice are especially desired. These bulletins should be short, usually from 8 to 16 pages.

117. Weekly News Letter and Departmental Circular.—The following rules shall be observed with respect to the Weekly News Letter and Departmental Circular:

(a) The Weekly News Letter shall be a weekly summary in popular form of the more important practical discoveries and recommendations of all bureaus and offices of the department, and also shall include sufficient additional matter relative to general policy, program, and progress of work on projects to enable the average reader to utilize intelligently the facilities of the department. It shall be a medium for making announcements of important changes in policy or organization and of giving circulation to other matters of kindred nature, and is designed for all persons directly concerned in the work of the Department of Agriculture, particularly crop correspondents, and for those working in collaboration with the department. All matter for the Weekly News Letter shall, before being issued, have the approval of the chief of the bureau, division, or office in which the information originated and of the Secretary. Each employee of the department will receive a copy:

(b) The Departmental Circular is issued as a convenient means of intercommunication of official information among

the personnel of the Department of Agriculture. Its circulation, therefore, will be limited to those having official connection with the department. It will be issued at the close of each business month. The circular will afford a convenient method: (a) For outlining departmental policies and interpreting new legislation and orders; (b) announcing projects and changes in projects, and outlining opportunities for cooperation in general projects; (c) publishing notices and reports of hearings, meetings, conferences, etc.; (d) making accessible for departmental use certain material hitherto published only in outside publications and not obtainable in answering correspondence; (e) issuing material designed to promote *esprit de corps* and to give each member of the personnel more complete knowledge of the general activities of the department. In many instances the circular can be used as a convenient substitute for issuing in large editions to employees circulars regarding administrative matters.

Material for publication in the circular will be prepared by the several bureaus, divisions, and offices, and all material dealing with the activities of a bureau will be approved by that bureau and by the Secretary before insertion.

130. Additional Copies to Foreign Addresses.—

In addition to the lists before mentioned, each bureau, division, and office may send to foreign countries monthly the number of publications set opposite its name in the following list, and requests that such a number of publications be forwarded will be honored by the Chief of the Division of Publications:

	Number per month.
Bureau of Animal Industry.....	75
Bureau of Biological Survey.....	15
Bureau of Chemistry.....	75
Bureau of Entomology.....	75
States Relations Service.....	75
Forest Service.....	125

	Number per month.
Library (for library publications).....	10
Bureau of Plant Industry.....	75
Office of Public Roads and Rural Engineering.....	30
Division of Publications.....	10
Bureau of Soils.....	75
Bureau of Crop Estimates.....	75
Office of Markets and Rural Organization.....	150
Total.....	865

An unused credit from one month may be carried over and used in the succeeding month. In case the publications are furnished by the bureaus and not taken from the stock of the Division of Publications, the method of procedure will be the same. The miscellaneous orders for the sending of publications shall be made out in duplicate and forwarded to the Division of Publications, where a record will be made of the number of publications sent, the date forwarded, and the postage required; the original copy shall be retained in the Division of Publications and the duplicate retained in the bureau or office concerned.

145. Program of Work.—Annually, after the passage of the appropriation bill, each bureau will be notified by memorandum to prepare and submit to the Secretary a program of work covering its proposed activities during the ensuing fiscal year. This program should be a clear and concise outline or working plan of the activities of the bureau.

In the formulation and presentation of project statements, it is important that each bureau, division, and office make as complete a separation as possible of its research, extension, and regulatory work. All active lines of work should be scheduled, including (1) the projects listed in the program for the preceding fiscal year and still in effect, (2) lines of work inaugurated since the preparation of the last program which have received administrative approval, and (3) proposed new lines of work.

Project statements covering anticipated new work should first be presented in proper form (see par. 146 of these Regulations) for consideration and approval by the Secretary.

The titles of projects or subactivities which have been terminated during the preceding fiscal year should be listed on a separate sheet. The following directions should be followed in preparing the program of work:

The statements should be prepared on letter-sized typewriter paper. One copy will be sufficient.

Keep the pages flat; do not fold or roll.

All side headings (i. e., Object, Procedure, Cooperation, etc.) should be underscored.

The data should be in the following form: (1) the name of the bureau (or office); (2) the general character of the activity—that is, whether research, extension, or regulatory work; (3) the name of the project group; (4) the title of the subgroup, if any; and (5) the project title. This should be followed by a detailed statement for each project or subactivity under the various groups or subgroups. An example of the form in which the material should be presented follows:

Bureau: PLANT INDUSTRY.

Type of activity: RESEARCH.

Project group: POMOLOGICAL INVESTIGATIONS.

Subgroup: Viticultural Investigations.

Project title: Grape Investigations in Vinifera Regions.

Object.—

Procedure.—

Cooperation.—

Location.—

Date begun.—

Results.—

Probable date of completion.—

Assignment.—

Proposed expenditures, 1915-16.—

The following points should be kept in mind in preparing the program:

Object.—The problem should be clearly but concisely outlined. Under this head, the title itself should be explained, if necessary to a clear understanding of the project.

Procedure.—This is a new heading, inserted in order that the method of approaching the problem defined under "Object" may be indicated. There should also be included here a succinct but informative statement of the plans for further work on the project.

Cooperation.—Indicate relations with other departments, bureaus, divisions, experiment stations, or other organizations, or with private parties; but intrabureau relationships need not be shown.

Location.—Avoid general statements. Name points in States where the work is being prosecuted, if not too numerous.

Results.—"Results" refers to what the work has yielded, particularly during the preceding year. References to published work are desirable, but the statements of results should not be limited to a citation of literature.

Probable date of completion.—If at all possible, give a definite date in each case. Avoid the use of such terms as "continuous," "indeterminate," or "indefinite" in the case of projects whose duration can be approximately forecasted.

Assignment.—Under this head give name of leader; also state number of employees engaged for full time and those for part time on the project.

Proposed expenditures.—Simply show the total estimated cost of each project. In case of details from another bureau, indicate in parentheses the amount involved and the name of the bureau.

In addition to indicating the cost of individual projects, show in the same manner the total amount estimated for each subgroup and each group.

(NOTE.—Each bureau or office should prepare a separate statement showing allotment of funds (statutory and lump funds, including subappropriations) for each project, subgroup, and group. This statement will not form a part of the program of work, but is desired for the purpose of checking up project allotments against the various appropriations and subappropriations.)

146. Project Statements.—Each bureau should maintain in its own files project statements in considerably more detail than the presentation in the Program of Work, so that the data will be readily accessible whenever complete information in regard to a particular line of work is desired by the Secretary. An original project statement should contain the following data:

Bureau No. —

BUREAU: (Insert name of bureau, division, office, or board.)

TYPE OF ACTIVITY: (Indicate whether research, regulation, extension, or administration.)

PROJECT GROUP: (See example under paragraph 145 of these Regulations.)

SUBGROUP: (See example under paragraph 145.)

NAME: (Title should be short and clearly indicative of the work covered.)

LEADERS: (Names of leader and principal assistants, if any.)

OBJECTS: (State briefly and clearly the purpose of the work. Do not confuse “objects” with “uses to be made of results” or with “procedure.”)

PROCEDURE: (Here the method of approaching the problem defined under Objects should be concisely set forth. Where practicable, outline the plan for the entire period of time required to complete the work.)

COOPERATION: (Indicate cooperative relations with other departments, bureaus, divisions, experiment stations, or other organizations, and with private parties.)

LOCATION: (Mention town, county, and State, where practicable.)

LEGAL AUTHORITY: (Give title of the general appropriation and quote the language of the specific clause of the appropriation bill covering this project.)

COST DATA: (Give estimated annual cost of project, stating the appropriation or subappropriation from which to be paid. If practicable, state also the approximate cost of the project carried to completion.)

HISTORY: (State briefly the history, if any, previous to date of this original memorandum.)

DATE SUBMITTED: (This refers to date on which the project statement is drafted and submitted to the Secretary for action.)

148. New Lines of Work.—Before undertaking any new project or line of work, a full outline of same in the form indicated in paragraph 146 should be submitted to the Secretary for consideration and approval.

150. Information Regarding Appropriations.—All requests for information regarding items to be attached to or included in the appropriation bill for the department for which no estimates have been made should be referred to the Secretary for careful consideration and appropriate action.

151. Budget Statements.—This is a form of project and financial statement intended primarily for use in presenting the work of the department to the Agricultural Committees of Congress. When required for this purpose due notification will be issued by memorandum from the Secretary's office. The material is prepared in November, following the completion of the estimates. It presents the work by lump-sum subappropriations rather than on a basis of natural project divisions. Each subappropriation is treated in a separate statement, which comprises the following material:

(1) The language of the current appropriation and changes proposed in the new bill.

(2) A statement (by project divisions under the subappropriations, where feasible) showing the total lump-fund expenditures for the preceding fiscal year, proposed expenditures for the current year, and estimated expenditures for the following fiscal year.

(3) A classification of expenditures for the three-year period. The classification followed is shown in paragraph 152 of these regulations, except that statutory salaries are excluded and outstanding liabilities and reserve funds are included. This classification embraces the whole subappropriation; the individual projects thereunder are not treated separately.

(4) Personnel: A list of employees paid in whole or in part from the subappropriation, showing (a) name, (b) official title, (c) total salary and part time paid from this appropriation, (d) headquarters, and (e) brief statement of duties.

(5) Details under each project subdivision as follows: (a) Object, (b) procedure, (c) a table showing location (alphabetically arranged by States), cooperation, the specific nature of the work at each point, and estimated cost of each piece of work, (d) reasons for increase or decrease, including plans for further work, and (e) results.

153. Statement of Expenditures.—As required by law, a detailed statement of expenditures of the Department of Agriculture for the preceding fiscal year is made to Congress at the beginning of each regular session. This statement will include payments up to and including August 31, and should be forwarded to the office of the Secretary not later than October 1.

This report consists, first, of a tabular statement covering the actual net expenditures under each account project for the preceding fiscal year, prepared in accordance with the classification outlined under paragraph 152. This classification should not include outstanding liabilities nor repayments to the credit of the appropriation. Every entry in the column "Specified items not otherwise classi-

fied" should be explained by a footnote showing the character of the expenditure.

The tabular statement should be followed by "project statements" consisting of the following explanatory data in connection with each account project:

Total expenditures as above.....	
Outstanding liabilities Aug. 31 (estimated).....	
Unexpended balance (estimated).....	
Total allotment.....	

The sum of the total expenditures and the outstanding liabilities should then be distributed approximately among the several subactivities under each account project, and a brief statement made as to the character of the work under each subactivity.

154. Disposition of Travel Authorizations.—Copies of all letters of authorization for travel, station, and field expenses shall be forwarded monthly by the various bureaus, independent offices, and divisions to the office of the Secretary. This applies to general or specific letters of authorization issued from the Washington office and from district or field headquarters. The copies to be furnished should include every letter or memorandum which authorizes or defines objects of travel or limits travel, designates territory or points to be visited, specifies rates or per diem allowance in lieu of subsistence, or which contains other evidence necessary in the administrative examination of travel accounts.

Copies of all such papers will also be furnished quarterly to the disbursing office of the department for transmission to the Auditor for the State and other Departments for use in the auditing of accounts.

155. Annual Report of Travel.—This report, which is submitted to Congress at the beginning of the regular session, will include all official travel from Washington to points outside of the District of Columbia during the preceding fiscal year, except such travel performed by spe-

cial agents, inspectors, or employees who in the discharge of their regular duties are required constantly to travel. It will show:

- (1) The name of the traveler (surname, followed by initials);
- (2) The full title of the traveler;
- (3) The destination or destinations of such travel, followed, in parentheses, by the date or inclusive dates of the travel;
- (4) A succinct but informative statement of the object or work on account of which the travel was performed;
- (5) The total expense to the United States involved; and
- (6) The appropriation and subappropriation from which the expense has been paid.

The required data from each bureau, independent division, and independent office of the department will be submitted in triplicate, on forms supplied for the purpose, on or before October 20 of each year, to the office of the Secretary. To insure uniformity all bureau data should be typewritten (duplicate and triplicate in carbon), with black record ribbon, in elite type, and arranged alphabetically by names of travelers; each trip will be reported as a separate item, all trips by the same traveler to be arranged chronologically; but a separate sheet will be used for reporting, as a distinct group, travel charged to the appropriations of the reporting bureau performed by employees of other bureaus.

Bureau data will be reviewed in the office of the Secretary and there assembled for transmission to Congress.

156. Monthly Liability Statement.—Monthly statements shall be prepared by the several bureaus, divisions, offices, and boards showing under each subappropriation the amount of the appropriation, the total liabilities to date, the available balance as of the next day, the total allotment to the end of the next quarter, and the available balance under the same, and an analysis of the liabilities under salaries, expenditure authorizations, purchase

orders, contracts, and leases, and a copy of the same filed with the Secretary.

160. Sanitation of Buildings and Rooms.—The buildings and rooms occupied by the Department of Agriculture must be kept in a good sanitary and hygienic condition, free from dirt, dust, and refuse.

Spitting on floors is positively prohibited in all buildings of the department and public drinking cups will be confiscated wherever found. Remnants of lunches must not be left in desks or thrown into waste baskets.

The sanitary inspector attached to the office of the Secretary will make periodical inspections of the department buildings and will report to the chief clerk of the department any insanitary conditions he may find. Upon notice from the chief clerk the proper officer of the bureau concerned will take immediate steps to remedy the conditions reported.

171. Sale of Farm Products at Insular Experiment Stations.—Officials in charge of the insular experiment stations in Alaska, Hawaii, Porto Rico, and the island of Guam are authorized to sell such products as are obtained on the land and deposit the proceeds from such sales in the Treasury to the credit of miscellaneous receipts.

191. Copies of Department Records.—Unless the interests of the public service require otherwise, a copy of any record of the Department of Agriculture shall be furnished upon request.

If desired for use otherwise than on behalf of the United States, the copy of a record which has not been published for the information of the public shall not be furnished unless the person requesting the same state in writing the purpose for which it is to be used or unless a rule of court be obtained. Whenever there is doubt whether circumstances or conditions make it necessary for the department, in the interest of the public service, to decline to furnish the copy, upon application to him, the solicitor shall advise the chief of the branch of the department

having custody of the record, and when there is no doubt such chief shall cause a correct copy to be prepared and send it to the office of the Secretary for authentication.

When a request is received for an authenticated copy of a record of the department which has been published for the information of the public, such as a climatological, meteorological, or similar record of the Weather Bureau, the chief of the branch of the department having custody thereof shall cause a correct copy to be prepared and send it to the office of the Secretary for authentication. In the case of the Weather Bureau, however, copies of all records for use as evidence in litigation or otherwise will be certified by the chief clerk of the department who will subscribe thereto the name of the Secretary of Agriculture and affix the seal of the department.

Whenever application is made to any employee of the department to produce a department record in any judicial proceeding, or to testify to any fact included therein, the employee shall advise the applicant how he may obtain an authenticated copy and direct attention to section 882 of the Revised Statutes, which is as follows:

“Copies of any books, records, papers, or documents in any of the executive departments, authenticated under the seals of such departments, respectively, shall be admitted in evidence equally with the originals thereof.”

197. Motion Pictures.—When the chief of any bureau believes that motion pictures showing the activities of the bureau would be instructive and useful to the public, he should submit a project or scenario of the proposed picture to the committee on motion picture activities for consideration. If the making of such pictures is recommended by the committee and approved by the Secretary, the work will be taken up by the section of illustrations in the Division of Publications.

In order to promote economy and efficiency, the following rules will be strictly observed:

(a) No motion picture work will be undertaken until a definite and complete scenario has been submitted and approved and time given to the photographic laboratory to study the scenario from the photographic standpoint.

(b) Before any motion picture is taken, the scientist in charge of the subject shall go over the ground with the photographic director and definitely map out the scenes.

(c) In matters of photography, the opinion of the photographic director as to the feasibility of taking the subject, proper lighting, etc., shall be final.

(d) So far as practicable, scenes not essentially related to a special region should be staged in or about Washington, where facilities exist for the more effective and economical setting of the scenes.

(e) Films should be nonsectional, with the idea that they will be of service to the entire department, in so far as these objects can be achieved without interference with the specific educational purpose of the films.

The expense for material and travel will be borne by the bureau for which the pictures are made, and where funds permit each bureau should supply enough positive film to print an extra copy for the department collection. The department's collection of positive film is to be kept in the section of illustrations for exhibition purposes at the department and, when approved by the Secretary, for emergency use.

The bureaus and independent offices shall refrain from purchasing motion picture cameras and shall purchase motion picture projectors only with the consent of the committee on motion picture activities, and with the approval of the Secretary.

199. Purchase, Maintenance, Repair, and Operation of Motor-propelled or Horse-drawn Passenger-carrying Vehicles.—The chief of each bureau, division, and office of the department shall submit annually to the office of the Secretary on or before May 15 estimates of the

amounts required to be expended during the ensuing fiscal year for the purchase of motor-propelled or horse-drawn passenger-carrying vehicles, and for the maintenance, repair, and operation of such vehicles. There should also be included in the statement of expenditures, required by paragraph 153 of these regulations to be forwarded annually to the office of the Secretary not later than October 1, and in the estimates of appropriations for the succeeding fiscal year, required by paragraph 149 of these regulations to be submitted to the office of the Secretary annually not later than September 20, respectively, statements of the amounts expended and estimated for the purchase, maintenance, repair, and operation of motor-propelled and horse-drawn passenger-carrying vehicles.

In preparing the statements required by this paragraph information should be furnished only with respect to "passenger-carrying vehicles," that is, vehicles used primarily for the transportation of persons. Information regarding vehicles used primarily for the transportation of commodities, such as drays or trucks, or with respect to saddle horses, should not be included.

Statements of expenditures or of estimates for the "maintenance, repair, and operation" of vehicles should include all expenses necessary for the use of the vehicles, such as, in the case of horse-drawn vehicles, expenditures for horses, harness, repairs to harness, forage, shoeing of horses and the like, and, in the case of motor-propelled vehicles, tires, gasoline, carbide, lubricating oil, repairs, new parts and the like. Expenses for the hire of either motor-propelled or horse-drawn passenger-carrying vehicles by the month, or year, or continuously by the trip should also be included. Expenses authorized by sections (a), (e), and (j) of paragraph 78 of the Fiscal Regulations should not be included.

Employees traveling on official business, in general, will use means of public conveyance, but when traveling to points not readily accessible by railway, steamboat, or

other means of conveyance, employees may be authorized to hire special conveyance in accordance with section (j) of paragraph 78 of the Fiscal Regulations, or to use their own vehicles. When permitted to use their own vehicles, letters of authorization should be drawn so as to provide for reimbursement of the employees only at such rates per mile for the use of motor-propelled vehicles, or at such rates per day for horse-drawn vehicles, as will not exceed the actual cost of operating the vehicles.

200. Procedure in Personnel Matters Which Originate in the Bureaus.—Official misconduct on the part of an officer or employee which, in the opinion of the chief of the bureau concerned, merits no administrative action other than a bureau reprimand, shall be dealt with exclusively by the bureau involved. In such cases the reprimand shall be made a matter of record in the bureau for consideration in connection with the efficiency ratings or subsequent discipline for further misconduct.

Official misconduct on the part of an officer or employee which, in the opinion of the chief of the bureau concerned, merits disciplinary action by the Secretary, shall, after careful investigation by the bureau, be reported to the Secretary, accompanied by all papers in the case and a recommendation as to appropriate action. If the bureau has not adequate facilities for investigating such cases, all papers pertaining thereto shall be transmitted to the office of the Secretary with request that the matter be investigated. The report on such investigation shall be referred to the bureau for consideration and recommendation before action is taken thereon. If the facts in any case warrant the filing of charges, or other disciplinary action, the necessary papers shall be prepared at the direction of the Secretary and transmitted to the officer or employee in question through the chief of the bureau concerned. When the answer to charges has been received, the entire record shall be reviewed and appropriate action taken by the Secretary. When deemed necessary, the advice and

recommendation of the Solicitor shall be sought before final decision is reached.

No recommendation that an employee be suspended without pay pending investigation shall be approved unless it appears that the retention of the employee in a duty status during the investigation will be detrimental to the maintenance of discipline or prejudicial to a complete investigation.

201. Transfer of Funds.—No transfer of funds between items included within the appropriation for general expenses of any bureau, division, or office shall be made, except in cases of emergency, and then only after there has been submitted to and approved by the Secretary a specific recommendation of the chief of the bureau, division, or office concerned, setting forth in detail the reasons why the transfer is needed. In submitting recommendations for the transfer of funds it should be borne in mind (1) that transfers may be made to and from only those items which are included within the appropriation for general expenses of the bureau, division, or office; (2) that no such item may be decreased, under any circumstances, by more than 10 per cent of its total; and (3) that no such item can be increased, except in cases of extraordinary emergency, by more than 10 per cent.

The transfer provision as included in recent agricultural appropriation acts does not authorize the transfer of any part of an appropriation to or from one bureau, division, or office to another bureau, division, or office, and, while it permits the increase of an item included within an appropriation for general expenses, in the discretion of the Secretary, by more than 10 per cent in cases of extraordinary emergency, it does not authorize the decrease of such an item by more than 10 per cent under any circumstances.

Whenever transfers are permitted during a fiscal year, this fact must be taken into consideration in preparing the estimates for the next fiscal year, and if the conditions requiring the transfer are likely to continue to exist the

funds shall be transferred in the estimates, in order to avoid the necessity of making transfers during the next fiscal year.

202. Employees Forbidden to Speculate in Cotton.—Officers and employees of the department who may be in any way connected with the administration of the United States cotton futures act (38 Stat., 693) are forbidden, either directly or indirectly, (1) to deal in, or to have or acquire any interest in, any contract for the purchase or sale of cotton for future delivery; (2) to deal in, or to have or acquire any interest in, any spot cotton, without the previous consent of the Secretary, secured upon application submitted through the chief of the bureau, division, or office in which the applicant is employed; and (3) to use for other than official purposes, or to disclose or to authorize, aid, or assist in disclosing, to any person or persons, other than officers or employees of the department authorized to receive the same in the line of their official duties, any confidential information voluntarily furnished to the department in the course of the administration of the said act, except that such information may be given out to the public by authorized officers of the department for such purposes, to such extent, in such manner, and at such times as may not be at variance with the terms upon which the same was furnished.

203. Sale and Exchange of Animals and Animal Products.—Such animals and animal products as cease to be needed in the works of the department may be sold in the open market or exchanged for other live stock, and all moneys received from the sale of such animals or animal products or as a bonus in the exchange of the same shall be deposited in the Treasury as miscellaneous receipts.

204. Employees of the Forest Service may be Detailed to Act as Special Deputy Fiscal Agents.—Clerks, officers, or other employees of the Forest Service may be temporarily detailed to the office of the district fiscal agent, as special deputy fiscal agents, under the

direction and subject to the supervision of the district fiscal agent, for the purpose of making cash payments to fire-fighting crews, such special deputy fiscal agents to furnish bonds in the sum of \$5,000 each, drawn in favor of the United States. Such bonds shall be filed in the office of the Forester.

205. Use of Waste Paper Baskets.—Employees should refrain from placing in waste paper baskets fragments of luncheon or any other substance except waste paper. Chief clerks of the various bureaus, divisions, and offices will provide metal receptacles for fragments of luncheon and also separate receptacles for broken glass, empty tin cans, and other waste material of similar character.

206. Papers Submitted for Publication.—Bureau chiefs should submit for publication from their bureau only papers which are in accordance with the general policy that papers issued by the department, whether of a propaganda, a descriptive, or an investigational character, shall possess definitely constructive value in relation to the essential problems of agriculture, incident to the improvement of agricultural conditions.

207. Return of Manuscripts and Proofs to the Division of Publications.—Immediate consideration shall be given by chiefs of bureaus, divisions, and offices to all manuscripts or proofs referred to them for examination and they should return same to the Division of Publications WITHIN THREE DAYS after their receipt, with their recommendations or criticisms.

208. The Monthly Crop Report.—The Monthly Crop Report of the Bureau of Crop Estimates will contain data relating to agriculture, including estimates of acreage, condition, yield, production, and prices and value of crops and live stock, in the form of tabular statements and such text summaries and comments as are necessary for their interpretation.

209. Covers for Publications.—Excepting such publications as the committee on examination of manuscripts may consider to be ephemeral in nature, Department Bulletins and Farmers' Bulletins of 32 pages or over shall carry covers of rope manila No. 419. If in the opinion of the committee, any bulletin of less than 32 pages deserves a cover for some special reason, it may present the matter to the Secretary or to the Assistant Secretary for decision.

210. Reference Lists.—In order to facilitate the use of different publications of the department upon related subjects, occasional classified reference lists, consisting of number, title, and a single descriptive sentence for each bulletin, will be issued in both the Farmers' Bulletin series and the department bulletin series. These reference lists shall be classified broadly according to subject, and, where practicable, the group or section which is germane to the subject of a bulletin shall be reprinted on the back cover or upon blank pages.

211. College Degrees in Examinations.—In the preparation of tentative subjects, weights, and prerequisites as conditions of civil service examinations, in connection with the establishment of new registers, college degrees shall not be established as unqualified prerequisites for admission to competitive examinations relative to positions in the classified civil service of the department except in cases where the positions to be filled, like that of veterinary inspector, are of such scientific or technical character that both the chief of the bureau, division, or office concerned and the Assistant Secretary consider college degrees to be essential. In all other cases in which college degrees are required, alternative requirements of experience in line with the work of the positions to be filled shall be made.

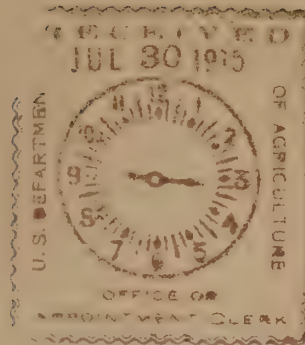
D. F. HOUSTON,
Secretary.

PLEASE RETURN TO THE
SECRETARY'S FILE ROOM.

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Please return to
the Secretary's File Room



DEPARTMENT OF AGRICULTURE
WASHINGTON

July 28, 1915.

MEMORANDUM NO. 144.

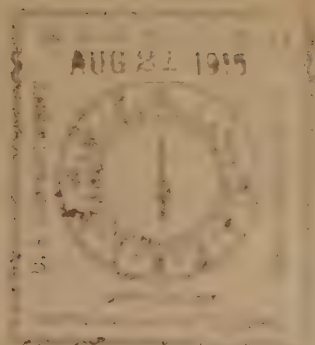
Regarding Participation by Department Employees
In the Grading of Hay.

In view of the great diversity of market grades for hay in the different markets throughout the country, it appears desirable to avoid at this time any participation in the grading of lots of hay that might result in legal controversy. Questions, however, relating to quality of samples of hay which appear to be subjects of dispute should be referred to the Bureau of Plant Industry which, through its duly appointed committee, will describe the samples in detail, and assign the comparative ratings to samples of the same kind of hay.

D. A. Houston
Secretary.

Appx. 100

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the Secretary's Office



DEPARTMENT OF AGRICULTURE

WASHINGTON

August 18, 1915.

MEMORANDUM NO. 145.

Regarding the Examination of Manuscripts submitted
for Publication.

Mr. Edwy B. Reid, of the Office of the Secretary, has been designated to consider and critically examine all manuscripts submitted for publication by the Department. He will make constructive criticisms and suggestions for the improvement of manuscripts and will consult fully and freely with the chiefs of the various bureaus, divisions, and offices, the authors of manuscripts, and any other officer or employee of the Department. He will devote his entire time to this work and will report directly to the Secretary. All officers and employees are instructed to cooperate with Mr. Reid in this work to the fullest extent and to render him all possible assistance.

Mr. Reid will have the benefit of the advice and assistance of the Committee on Examination of Manuscripts, which will be continued in an advisory capacity. In addition to the present

personnel, Mr. George W. Wharton, Chief of the Office of Information, has been appointed a member of the Committee.

Manuscripts should be submitted, as at present, to the Division of Publications, where they will be read, prepared for the printer, and transmitted to Mr. Reid for consideration and critical examination. The usual notice of the receipt of each manuscript will be sent by the Division of Publications to the chief of each bureau, division, or office. When a manuscript is forwarded to any bureau for examination, it must be returned to Mr. Reid **WITHIN THREE DAYS**, with any recommendations or criticisms. Mr. Reid will secure the advice of the Committee on Examination of Manuscripts regarding all manuscripts submitted, and, when necessary, will confer with the chief of the bureau concerned, the author of the manuscript, or any other officer or employee of the Department.

When the manuscript is in proper shape for publication, and has been approved by the Secretary, it will be returned by Mr. Reid to the Division of Publications for transmission to the Government Printing Office.

A handwritten signature in dark ink, appearing to read "J. A. Houston", with a stylized flourish at the end.

Secretary.

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the Secretary's File Room

DEPARTMENT OF AGRICULTURE

WASHINGTON

August 31, 1915.

MEMORANDUM NO. 146.

Forms of Salutation and Conclusion for Letters Prepared for the Signature of the Secretary or Acting Secretary.

In Paragraph 99 of the Administrative Regulations, as amended by Memorandum No. 143, dated July 1, 1915, the forms of salutation and conclusion are incorrect, the printer having failed to follow copy in indicating the type, indentation, and spacing. Accordingly, these forms should be disregarded, and, in all letters prepared for the signature of the Secretary or Acting Secretary, the forms given in Memorandum No. 99, dated July 18, 1914, should be followed, with type, punctuation, indentation, and spacing exactly as indicated therein.

D. S. Houston

Secretary.

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Secretary's File Room

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DEPARTMENT OF AGRICULTURE
WASHINGTON

August 31, 1915.

MEMORANDUM NO. 147.

Regarding Committees on Clerical Efficiency.

In accordance with Memorandum No. 125, dated March 18, 1915, the personnel of the Committees on Clerical Efficiency of the various bureaus, independent divisions, offices and boards is hereby changed as indicated:

OFFICE OF THE SECRETARY

R. M. Reese, Chairman
Raymond Augusterfer
James R. Williams (vice Alex.
McC. Ashley)

BUREAU OF ANIMAL INDUSTRY

John R. Mohler, Chairman
George Ditewig
A. M. Farrington (vice C.
C. Carroll)

OFFICE OF THE SOLICITOR

R. W. Williams, Chairman (vice
W. P. Jones)
E. B. Quiggle
W. C. Henderson (vice R. W.
Williams)

BUREAU OF PLANT INDUSTRY

James E. Jones, Chairman (vice
David Fairchild)
R. A. Oakley
J. W. T. Duvel (vice James
E. Jones)

WEATHER BUREAU

E. H. Bowie, Chairman
A. J. Henry
Robert Seyboth
Edgar B. Calvert (vice C.
C. Clark)
Edward C. Easton (vice H.
E. Williams)

FOREST SERVICE

A. F. Potter, Chairman
E. H. Clapp
D. D. Bronson (vice James
B. Adams)

BUREAU OF CHEMISTRY

R. L. Emerson, Chairman
W. W. Skinner
Stuart Postle (vice F. B.
Linton)

BUREAU OF ENTOMOLOGY

C. L. Marlatt, Chairman
A. D. Hopkins
E. B. O'Leary (vice R. S.
Clifton)

BUREAU OF BIOLOGICAL SURVEY

E. W. Nelson, Chairman
W. L. McAtee
W. F. Bancroft (vice T. S.
Palmer)

DIVISION OF PUBLICATIONS

Jos. A. Arnold, Chairman
A. B. Boettcher
Chas H. Greathouse (vice B.
D. Stallings)

BUREAU OF CROP ESTIMATES

L. M. Estabrook, Chairman
Frank Andrews
Edward Crane (vice N. C.
Murray)

BUREAU OF SOILS

A. G. Rice, Chairman
C. H. Seaton
Chas. A. Drake (vice Chas.
A. Wolfe)

LIBRARY

Miss E. B. Hawks, Chairman
Miss L. K. Wilkins
Miss K. G. Upton (vice Miss
H. M. Thompson)

OFFICE OF PUBLIC ROADS AND

RURAL ENGINEERING

Logan W. Page, Chairman
J. E. Pennybacker
S. H. McCrory (vice P. St.
J. Wilson)

OFFICE OF MARKETS AND RURAL

ORGANIZATION

R. V. Bailey, Chairman (vice
W. A. Sherman)
W. R. Meadows (vice R. V.
Bailey)
C. E. Bassett

INSECTICIDE AND FUNGICIDE BOARD

M. B. Waite, Chairman
J. A. Emery
J. L. Monarch (vice J. G.
Shibley)

No change is made in the personnel of the following committees
at this time:

DIVISION OF ACCOUNTS AND DISBURSE-

MENTS

W. J. Nevius, Chairman
F. W. Legge

FEDERAL HORTICULTURAL BOARD

Geo. B. Sudworth, Chairman
W. D. Hunter

STATES RELATIONS SERVICE

W. H. Beal, Chairman
J. A. Evans
L. A. Clinton

OFFICE OF FARM MANAGEMENT

E. H. Thomson, Chairman
Lisle Morrison
H. M. Dixon

E. H. Thomson

Secretary.

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the Secretary's File Room



DEPARTMENT OF AGRICULTURE
WASHINGTON

August 28, 1915.

MEMORANDUM NO. 148.

Regarding Importation of Plant Material.

Hereafter all requests or orders for plant material from foreign sources shall be called to the attention of the Federal Horticultural Board before they are issued, and all correspondence addressed to the Government Despatch Agents and relating to the importation of plant material into the Continental United States shall be transmitted through the Federal Horticultural Board and shall be forwarded only after approval by the Chairman of the Board or his proper representative.

C. J. Marvin

Acting Secretary.

PLEASE RETURN TO THE
SECRETARY'S FILE ROOM.

MEMORANDUM NO. 148.

Regarding Importation of Plant Material.

Hereafter all requests or orders for plant material from foreign sources shall be called to the attention of the Federal Horticultural Board before they are issued, and all correspondence addressed to the Government Despatch Agents and relating to the importation of plant material into the Continental United States shall be transmitted through the Federal Horticultural Board and shall be forwarded only after approval by the Chairman of the Board or his proper representative.

C. H. Marvin

Acting Secretary.

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SECRETARY'S FILE-ROOM.

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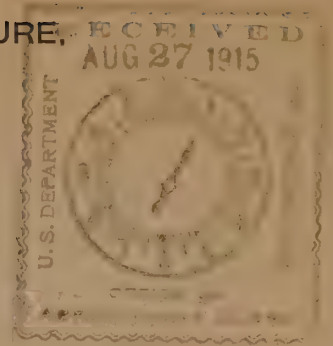
Department of the Interior

Enclosed are the reports of the various
bureaus of the Department of the Interior
for the year ending June 30, 1901.
The reports of the Bureau of Land
Management, the Bureau of Indian
Affairs, the Bureau of Geology and
Mines, the Bureau of Forestry, and
the Bureau of Reclamation are
separately bound and will be
sent to you by separate mail.

Very respectfully,
John D. Smith

Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE,
FEDERAL HORTICULTURAL BOARD,
WASHINGTON, D. C.



August 25, 1915.

Sir:

Under date of August 13, 1915, Mr. Bruce Drummond, Collaborator of the Federal Horticultural Board, addressed Mr. Marlatt regarding the condition under which 4300 date palm offshoots came through from New York to California as a reshipment. It is evident from the letter that Mr. Drummond took every precaution that would have been possible had the dates been shipped in bond as they should have been. There was no reason, however, why the people receiving the dates should have allowed him to disinfect them in accordance with our regulations, or, if the dates has been consigned to different parties in different towns, it is doubtful whether he would have been able to control the shipment in this way.

In order to prevent any further infractions of the date quarantine or of other quarantines, the Federal Horticultural Board respectfully suggests that the following memorandum be issued to the several bureaus and offices of the Department:

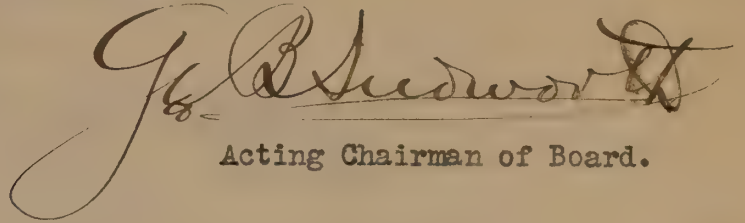
MEMORANDUM NO. ____

Regarding Importation of Plant Material.

Hereafter all requests or orders for plant material from foreign sources shall be called to the attention of the Federal Horticultural Board before they are issued, and all correspondence addressed to

the Government Depatch Agents and relating to the importation of plant material into the Continental United States shall be transmitted through the Federal Horticultural Board and shall be forwarded only after approval by the Chairman of the Board or his proper representative.

Very respectfully,

A handwritten signature in dark ink, appearing to read "J. B. McDowell". The signature is written in a cursive style with a large, looping initial "J".

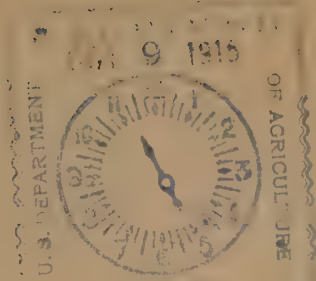
Acting Chairman of Board.

The Honorable

The Secretary of Board.

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the Secretary's File Room

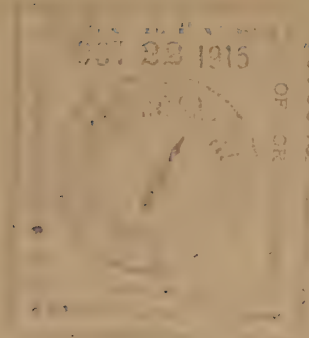
MEMORANDUM NO. 149

Reference to Commercial Institutions or Private Enterprises
in Publications of the Department.

It is contrary to the policy of this Department to refer by name in any of its publications to commercial institutions or private enterprises. The purpose of this policy is to avoid the use of the Department as a medium for advertising. To this end and in order to avoid any complications which later might arise, when any branch of the Department enters into cooperation with such institution or enterprise it should be explicitly stated at the time the work is commenced that no reference will be made by name to the cooperating institution or enterprise, or to any individual connected therewith, in anything published by the Department.

D. L. Austin
Secretary.

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Please return to
the Secretary's Office



DEPARTMENT OF AGRICULTURE
WASHINGTON

October 19, 1915.

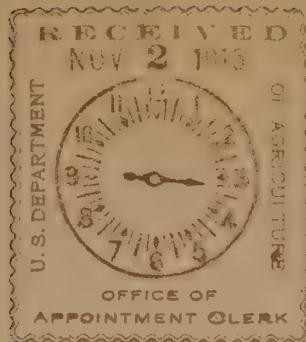
MEMORANDUM NO. 150.

Amendment to Paragraph 33 of the Administrative Regulations.

Paragraph 33 of the Administrative Regulations is hereby amended
to read as follows:

"33. Reports of Employment of Temporary Labor.--
Officials will make a monthly report of the employment
of temporary assistants and labor outside of the Dis-
trict of Columbia, which report must include a state-
ment of the specific kind of labor or duties performed
in every case by those so employed. Each monthly re-
port will include all temporary assistants in classified
competitive positions employed during the month under
letters of authorization issued to officials in charge
of field work. Temporary assistants in positions ex-
cepted from examination (Forest guards, field assistants,
cooks, rodmen, chainmen, etc.) and temporary labor in
unclassified positions, employed under letters of auth-
orization issued to officials in charge of field work,
may be reported monthly, semi-annually (December 31 and
June 30), or annually (June 30), giving a consolidated
statement for each employee covering all employment with-
in the period of the report."

Secretary.



DEPARTMENT OF AGRICULTURE
WASHINGTON

October 28, 1915.

MEMORANDUM NO. 151.

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Regarding Motion Pictures.

Please return to
the Secretary of the Bureau

In order that the value of the motion picture films already taken by the Department may be thoroughly tested and that the public may be given an opportunity to see and profit by these films to the widest extent not inconsistent with the present experimental nature of the work, the several bureaus, divisions, and independent offices are requested to cooperate fully with the Committee on Motion Picture Activities and with the States Relations Service in carrying out the projects included in the following report, which is approved:

The Committee on Motion Picture Activities at its meeting on September 15 considered carefully the question of extending the public showing of the motion picture films already completed by the Department. It recommends that the films be shown more widely (1) in order to test out more thoroughly their educational value, and (2) to make wider practical use of the films thus far developed.

The Committee is of the opinion that at present only such extension should be contemplated as can be carried out with funds now available to the Department. It is believed wise (1) to continue

the motion picture work on its present experimental basis, (2) to continue the practice of requiring bureaus wishing films taken to defray the cost of the films, and (3) that unless agricultural colleges are allowed to purchase copies of films, the present practice of allowing films to be shown only by Government employees be continued.

To carry out this general plan the Committee recommends the following projects:

1. That each bureau be requested to make the widest possible use of the positive copies of films now owned by it.

2. That the bureaus be granted permission, with the approval of the Committee and the Secretary, to make additional positive copies of existing films when such extra copies are needed in carrying out special campaigns of education, and to purchase necessary projectors.

3. That the bureaus cooperate with the States Relations Service by indicating to that Service on the first of each month the dates on which any positive copies of films owned by that bureau could be made available for showing through county or other demonstration agents and by indicating in what territories the bureau would like to have the films exhibited in furtherance of educational objects.

4. That, in order to obtain complete data as to showing and educational effect of the films, each bureau be requested to report at least once a month to the Chairman of the Motion Picture Committee the use made and the results obtained through the showing of its motion picture films. This report should include the title of the film, the place of showing, the date, information as to the effect on size of audience, attitude of spectators, and educational or promotional effects noted from the employment of the film. From these reports the Chairman of the Committee will cause to be made a map showing the location and date of showing of each film, so that duplication of showing by the Department or cooperating agencies may be avoided.

5. The Committee concurs in the suggestion of the States Relations Service, through its representatives on the Committee, that the Service arrange, through its demonstration and county agents, an intensive test of selected programs of four or more films in five different States. For this test showing, the several bureaus will be asked to cooperate with the Service by lending copies of their films for use in its program. The Service will collect detailed reports of the test and also supply the Department with any suggestions for improvement of existing films, or for the making of new subjects, which may be indicated in these tests.

Consideration of further suggestions (a) that the States Relations Service equip itself with selected programs of the Department's films for wide and regular use through demonstration and county agents; (b) that arrangements be made whereby State agricultural colleges can purchase copies of the Department's films; and (c) that the Department's films be made public through commercial motion picture release companies was deferred pending the results of the State tests to be conducted by the States Relations Service.

A handwritten signature in dark ink, appearing to read "D. H. Houston", with a stylized flourish at the end.

Secretary.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C.

October 27, 1915.

OFFICE OF INFORMATION

MEMORANDUM FOR MR. HARRISON.

Dear Mr. Harrison:

This draft has been approved by all members of the Committee on Motion Picture Activities, particularly by Messrs. Benson, Hanson, and Dr. Knapp--for Mr. Evans--of the States Relations Service. I understand that Mr. Benson took the matter up with Dr. True and that the plan has the approval of the Service.

I append for your information a letter from Mr. Benson giving details of how the test is to be carried out. Kindly return this letter when you have finished with it.

Respectfully,

G. W. Harton

GWW.TH

Chairman
Committee on Motion Picture Activities

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C.

October 26, 1915.

Memorandum to
Regarding Motion Pictures
~~To Chief of Bureaus and Independent Offices:~~

In order that the value of the motion picture films already taken by the Department ^{may} be thoroughly tested and that the public ^{may} be given an opportunity to see and profit by these films to the widest extent not inconsistent with the present experimental nature of this work, the several bureaus ^{and} independent offices are requested to cooperate ^{and meet the State Relations Committee} with the Committee on Motion Picture Activities ^{in carrying} out the projects included in the following report ^{of the Committee's} meeting of September 15. ^{which is approved:}

~~REPORT OF MOTION PICTURE COMMITTEE.~~

The Committee on Motion Picture Activities at its meeting on September 15 considered carefully the question of extending the public showing of the motion picture films already completed by the Department. It recommends that the films be shown more widely (1) in order to test out more thoroughly their educational value, and (2) to make wider practical use of the ~~program of~~ films thus far developed.

Independent
The Committee is of the opinion that at present only such extension should be contemplated as can be carried out without ^{asking} ~~for additional appropriations~~ ^{now available to the Dept} for motion picture activities. It is believed wise (1) to continue the motion picture work on its present experimental basis (2) to continue the ^{practice of requiring} ~~requirement that~~ bureaus wishing films taken ^{should to} ~~should~~ defray the cost of these films, and (3) that unless ^{agriculture} colleges are allowed to purchase copies of films, the present ^{practice of allowing to} ~~requirement that~~ films be shown only by Government employees be ^{continued} ~~maintained~~.

To carry out this general plan the Committee recommends the following projects:

1. That each bureau be requested to make the widest possible use of the positive copies of films now owned by it.

2. That the bureaus be granted permission, with the approval of the Committee and the Secretary, to make additional positive copies of existing films when such extra copies are needed in carrying out special campaigns of education, and to purchase necessary projectors.

3. That the bureaus cooperate with the States Relations Service by indicating to that Service on the first of each month the dates on which any positive copies of films owned by that bureau could be made available for showing through county or other demonstration agents and by indicating in what territories the bureau would like to have the films exhibited in furtherance of educational objects.

4. That, in order to obtain complete data as to showing and educational effect of the films, each bureau be requested to report at least once a month to the Chairman of the Motion Picture Committee the use made and the results obtained through the showing of its motion picture films. This report should include the title of the film, the place of showing, the date, information as to the effect on size of audience, attitude of spectators, and educational or promotional effects noted from the employment of the film. From these reports the Chairman of the Committee will cause to be made a map showing the location and date of showing of each film, so that duplication of showing by the Department or cooperating agencies may be avoided.

5. The Committee concurs in the suggestion of the States Relations Service, through its representatives on the Committee, that the Service arrange, through its demonstration and county agents, an intensive test of selected programs of four or more films in five different States. For this test showing, the several bureaus will be asked to cooperate with the Service by lending copies of their films for use in its program. The service will collect detailed reports of the test and also supply the Department with any suggestions for improvement of existing films, or for the making of new subjects, which may be indicated in these tests.

Consideration of further suggestions (a) that the States Relations Service equip itself with selected programs of the Department's films for wide and regular use through demonstration and county agents; (b) that arrangements be made whereby State agricultural colleges can purchase copies of the Department's films; and (c) that the Department's films be made public

through commercial motion picture release companies was deferred pending the results of the State tests to be conducted by the States Relations Service.

- 1 -

Chiefs of bureaus and independent offices are requested to carry out the recommendations of the Committee as far as possible, and to cooperate fully with the States Relations Service in making the films public through its demonstration forces in accordance with the recommendations of the committee, which are approved.

Secretary.

October 27, 1915.

MEMORANDUM FOR MR. HARRISON.

Dear Mr. Harrison:

This draft has been approved by all members of the Committee on Motion Picture Activities, particularly by Messrs. Benson, Hanson, and Dr. Knapp--for Mr. Evans--of the States Relations Service. I understand that Mr. Benson took the matter up with Dr. True and that the plan has the approval of the Service.

I append for your information a letter from Mr. Benson giving details of how the test is to be carried out. Kindly return this letter when you have finished with it.

Respectfully,

GWW.TH

Chairman

Committee on Motion Picture Activities.

October 27, 1938.

Dear Mr. [Name]:

Thank you for your letter of October 26, 1938.

It is noted that you have been advised by all members of the Committee on Motion Picture Activities, particularly by Messrs. [Name], [Name], and [Name], that the Committee is not in a position to take any action on your application for a license to exhibit motion pictures in the State of [State] until such time as the Federal Bureau of Investigation has completed its investigation of your background and the results of its investigation are reported to the Committee.

I would like to point out that the Committee is not in a position to take any action on your application for a license to exhibit motion pictures in the State of [State] until such time as the Federal Bureau of Investigation has completed its investigation of your background and the results of its investigation are reported to the Committee.

Sincerely,
[Name]

Very truly,
[Name]

Enc.

Committee on Motion Picture Activities.

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DEPARTMENT OF AGRICULTURE
WASHINGTON

November 23, 1915.

MEMORANDUM NO. 152.

Amendment to Paragraph 103 of the Administrative Regulations.

Paragraph 103 of the Administrative Regulations of this Department provides, in part, as follows:

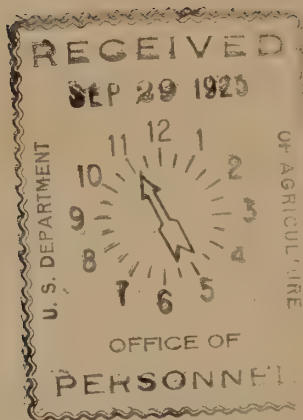
"All official communications with diplomatic and consular officers in the United States and in foreign countries must be through the Secretary of State."

It is important, particularly at the present time, that this regulation be strictly observed and that it be broadened to include all representatives of foreign governments. With this in view, the regulation is amended to read:

"All official communications with diplomatic and consular officers and other representatives of foreign governments in the United States and in foreign countries must be through the Secretary of State."

The effect of this amendment is that no correspondence whatever is to be had with any representative of a foreign government, except through the State Department.

D. A. Hastings
Secretary.



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the Secretary's File Room

DEPARTMENT OF AGRICULTURE
WASHINGTON

December 2, 1915.

MEMORANDUM NO. 153.

Power Plant and Mechanical Shop Organization.

Mr. J. N. Caughell has been appointed Mechanical Superintendent in the Office of the Secretary. He will have full and complete charge of the heating and power plant and the mechanical shops and will report directly to the Secretary. All employees connected with their operation will be subject to his direction.

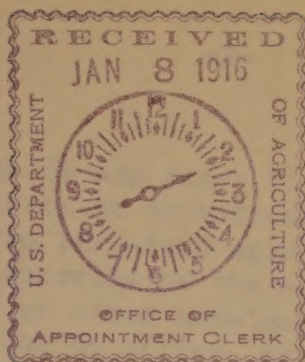
D. A. Houston,
Secretary.



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the Secretary's File Room



DEPARTMENT OF AGRICULTURE
WASHINGTON

December 28, 1915.

MEMORANDUM NO. 154.

Oaths of Office of Temporary Field Employees.

Paragraph No. 2 of the Administrative Regulations is hereby amended to read as follows:

"2. Oath of Office.--In all cases of original appointment, promotion, demotion, or transfer from one position to another, on the statutory roll, or of original appointment on a lump-fund roll, or of a transfer from the statutory roll of one bureau to the lump-fund roll of another bureau, an oath of office must be executed and filed (with the latter bureau before any payment of salary under the new appointment will be made.) An employee performing continuous service in the same bureau will not be required to take an additional oath of office in case of his promotion, demotion, transfer from one lump-fund roll to another, transfer from statutory to a lump-fund roll, or reassignment or other change of status on a lump-fund roll.

"Oaths of office, when required, must be taken without expense to the United States. They may be taken before any officer having an official seal, with authority to administer oaths either under United States statutes or local municipal law, and must be properly certified under the hand and seal of such officer. Oaths of office may also be taken before the chief clerk of the department or the chief clerk of any bureau or statutory division thereof in Washington, D. C., provided the chief clerk be one who occupies a statutory position.

"Forest guards and other field employees engaged for temporary or occasional service, receiving compensation from lump-fund appropriations are authorized to subscribe to the oath of office before a forest ranger or other commissioned employee of the Department. Oaths of office, or declarations, and statement sheets of such employees shall be forwarded to the appointment clerk of the Department as soon as possible after execution."

A. J. Houston .

Secretary

